

## GHQ/SCAP Records (RG 331, National Archives and Records Service)

## Description of contents

- (1) Box no. 2810
- (2) Folder title/number: (28)  
PH & W Technical Bulletins - TB-PH-WEL 20-29

(3) Date: Sept. 1949 - May 1950

(4) Subject:

Classification	Type of record
750, 760	d

(5) Item description and comment:

- 1) Includes Contents List  
11) Some Nos. Missing

(6) Reproduction:  Yes  No

(7) Film no.

Sheet no.

(Compiled by National Diet Library)



PUBLIC HEALTH AND WELFARE TECHNICAL BULLETIN

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## JAPANESE RED CROSS

## PUBLIC HEALTH AND WELFARE TECHNICAL BULLETIN

PH&amp;W GHQ SCAP APO 500

May 1950

NOTE: This bulletin has been written to provide a currently overall presentation of Japanese Red Cross programs and services. The information prepared can not only be used to insure more effective guidance in working with the local Red Cross chapters but to assist other agencies and community leaders in using these new Red Cross programs to help in meeting current needs.

1. BACKGROUND:

In August 1945 the Japanese Red Cross became temporarily a hollow-like structure without funds, with many of its personnel purged and without any planned program. At that time the organization set out to reorganize, and to revise and change according to need, its basic organization to help in the rebuilding of Japan.

During the past four years five new programs have been developed for the purpose of aiding general community welfare, and the medical services program has been extended. Because of many factors, chiefly inadequate funds and lack of qualified personnel, these programs have progressed very slowly at the chapter level. The year of 1949 showed an impressive increase in activity and higher goals have been set by the Society for the coming year.

2. NEW PROGRAMS OF THE JAPANESE RED CROSSa. Disaster Relief:

The National Disaster Law, passed by the Diet in October 1947, designated two distinct responsibilities to the Japanese Red Cross in time of disaster, which are as follows: (1) To furnish medical aid and midwife care and (2) to coordinate the work of all private or non-governmental agencies. To fulfill the first obligation the Japanese Red Cross has 333 medical aid teams organized throughout Japan. Not all of the doctors and nurses serving with these teams are Red Cross chapter or hospital staff personnel, but by contract and agreement other doctors and nurses will work as members of Red Cross medical aid teams at the time of disaster. The chapters also have medical supplies and bedding stocked in chapter warehouses for disaster use. In 1949, the medi-

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cal aid teams served 498 times at the scene of disasters as well as at large gatherings and the average number of days which each team served in the field is  $4\frac{1}{2}$  days.

To fulfill the second obligation a plan has been made for a network of disaster relief committees and the use of volunteer workers. (See translation of Japanese Red Cross Disaster Relief Handbook sent to all teams in May 1948.) Some chapters have worked this plan effectively but others often reflecting the degree of local community organization, have found it difficult to act as the coordinating agency.

b. Junior Red Cross:

The Society's Junior Red Cross program has been completely revised and incorporates all of the principles of Red Cross advocated by the League of Red Cross Societies. This program has been approved by the Ministry of Education as a part of the school curriculum. In many schools the Junior Red Cross is described as a "reinforcement to teaching" in the new education program. The Junior Red Cross Handbook is available through every chapter and National Headquarters. At the initiation of the new Junior RC program in September 1948, two copies of the handbook (11,000) were sent to all elementary, middle and high schools in Japan. The Ministry of Education also sent copies to prefectural education sections. The bi-monthly publication - Junior Red Cross Magazine is published in Tokyo and sent to all the schools enrolled in Junior Red Cross. This publication has become important as current source material, particularly in social studies and health.

Junior Red Cross Training Centers have been held for two summers and have been highly instrumental in teaching boy and girl leaders the fundamentals of good citizenship in a democratic society. In 1949, 300,000 students were enrolled in Junior Red Cross.

Unfortunately only a few Junior Red Cross chapter staff members are qualified for promoting this program in the field of education, but the value of the program has been readily recognized where it has been put into effect and frequently schools are using it without much assistance and guidance from the chapters. (Translation of the Junior RC Handbook was sent to all prefectural teams in September 1948).

c. Home Nursing:

The Home Nursing program is entirely new in the Japanese Red Cross and was only put into operation approximately two years ago. Each chapter has at least one Home Nursing instructor and the majority have two instructors. The nurses responsible for this program are graduates of Red Cross Nursing



Schools and were selected especially for their positions because of special qualifications. All of the instructors in this program have received intensive and specialized training by the Chief of the Service and also from an American Red Cross Home Nursing Consultant. The Home Nursing manual is available in all chapters and at National Headquarters. However, up to the present time no person, other than the paid instructor is allowed to teach the course and award certificates. There are two courses of twelve hours each, and the standards are commensurate with those recognized and accepted by the profession.

Home Nursing is proving to be extremely popular among Japanese women from all localities and men's groups have also shown interest in these classes. The chapters are receiving many more requests for classes than the nurses can fill. The courses offered are valuable not only because they teach "care of the sick" but more because they emphasize prevention of illness, child care, nutrition and home making. In 1949, 25,000 women and 150 men received instruction in Home Nursing. Long-range planning and improved coordination with other community agencies can make this instruction course available to many more.

d. First Aid and Water Safety:

Each chapter has one paid instructor trained by the Chief of the Section who is an expert in First Aid and Water Safety.

Six thousand five hundred and sixty five persons were trained in First Aid during 1949 among whom 205 are instructors and 5635 received Water Safety instruction with 113 as instructors. Great number of National Police were also trained with at least two police instructors in each of their six regional National Police Schools. Red Cross First Aid Courses have been included in the schools' curriculum. At the end of last year, an agreement was reached with the National Police Headquarters officials to have the policemen who have passed First Aid course wear Red Cross First Aid emblem on their uniforms.

This year, stress is being laid on the training of Autonomous Police and training courses are currently given.

The expansion of First Aid and Water Safety programs can be greatly expedited during the next year as volunteer instructors are being trained and will be available to work with the chapters as volunteer teachers.

e. Volunteer Services:

In 1946 and 1947 while the National Headquarters was rebuilding their structural organization and developing new programs they were also searching for some plan whereby these new Red Cross services could be carried to the people of Japan. Their chapter staffs consisted of eight or nine paid staff



members with offices located in the prefectural city capitals. The mayors of the outlying cities, town and villages were the only Red Cross contacts throughout the prefectural areas. These government officials covered 13,000 governmental units throughout Japan, and it was in these localities that most of Japan's population lived. Consequently with service, information and education programs developed at National it was imperative to develop a plan through which the new Red Cross could serve the people. The National staff recognized that it must not expect, nor depend on the mayors to continue their role as the Red Cross representative.

It was from this need that the Volunteer Service plan was made. It was the plan that Volunteer Service groups be developed on the committee system with chairmen appointed at all governmental levels. In order to break through the old habit of organizing, but having no specific plan for work and activity, thorough and detailed plans were made outlining numerous activity projects in which volunteers could participate, thereby helping to meet the many needs pointed up by the nation-wide survey made early in 1948. These projects concerned volunteer programs in institutions and in other fields of community welfare. The scope of the program was limited only by need, and community needs were, and still are, endless in Japan. There are hundreds of institutions, orphanages, hospitals, homes for the aged, schools for the handicapped, and other community enterprises such as nursery schools, health centers and playgrounds, all without sufficient funds to employ adequate staffs -- trained volunteer workers could be the answer to such needs.

Equally important as the activity program, was the role which the volunteer service committee members would take as the first Red Cross representatives, outside of government employees, in the local communities. Their training was designed to include information about the total Red Cross program, and these committee members were to serve as the channel for general Red Cross information with the plan leading ultimately to the formation of additional committees to support the other programs, Home Nursing, Junior Red Cross, etc.

This plan was completed and presented at a nationwide two-day training conference in Tokyo in May 1948. Chapter managers, one staff member, and one volunteer service chairman (woman) attended from each of the forty-six chapters. At the conference a detailed handbook presenting the "step-by-step" development of Volunteer Service Groups was provided and studied. (Translation of handbook was sent to all Prefectural Teams in May 1948). Thus the Society's first plan for the extension of the administrative channel was introduced. The purpose was dual; first, to train and inform a nucleus in each community which would provide the agency with a group of workers outside of government officials, and second, to start active and real volunteer service programs to assist in meeting community needs.



"Volunteer Service" was an unknown phrase in Japan. In fact, it was extremely difficult to get an adequate and accurate translation which would have the correct connotation to the Japanese people. This entire program involved a new concept for the Japanese. Social consciousness and "responsibility for one's neighbor" were terms stranger than a foreign language and particularly to the Japanese Red Cross chapter staff members whose chief activity up to that time was the collection of Red Cross funds through governmental heads.

At the May 1948 conference, the women Volunteer Service chairman indicated some understanding of the Volunteer Service plan. These women were active in their local clubs and associations and had been very active in studying the needs of their communities assisted by the Military Government officials. A longer and a more intensive conference should have been held, but even at that time JRC National staff failed to recognize the significance of initiating such a program even though they definitely realized that some plan of this nature was vital to the growth and development of their Society. They visualized the program as a means of rapidly organizing Red Cross Volunteer Service Groups in 13,000 communities. They failed to understand that, because of the newness and strangeness of the concept involved, extensive and intensive education, information and training would be necessary before the people could understand the real meaning of "service to others". Such a program would require time, and could not be accomplished immediately in a country where even the instinctive spirit of helpfulness to others has been counteracted by the system of bonus and honorarium payments for hundreds of years.

The foundation for the Volunteer Service program was firm. The general and specific plans for the program and its development were not made until the national survey on community needs was completed, studied, and cleared with the various sections of the Japanese government. When this was accomplished the plan was made for the organization, training and supervision of the service groups and was approved by the Japanese Red Cross National Headquarters and by the Public Health and Welfare Section of SCAP before it was presented to the chapter representatives in May 1948.

For one year and a half, the chapters have been attempting to put the Volunteer Service plan into effect. Much energy has been expended by some chapters to promote this program while others have not yet taken the initial steps. The emphasis has been on organization for organization's sake -- there are now 2½ million members of Volunteer Service Groups throughout Japan and there are many indications that large numbers are working as volunteers in a great variety of activity projects, but up to this time few are engaged in daily scheduled projects to meet daily needs -- the ultimate goal of the Society. The national staff is keenly aware of the chapter weaknesses in this program and at this time they are beginning to set up improved plans for a long range training program which will be directed at volunteer leaders. The first of these conferences will be held at the National Headquarters in April and will be attended by the Women Volunteer Service Chairmen from each prefectural chapter. At that time the National Volunteer Service Committee will be formed. The theme of this



conference will be "Daily service to meet daily needs". Daily scheduled projects are being carried on by some volunteer workers and these workers are doing an excellent job in meeting community needs.

Community leaders and heads of the welfare, education and health programs should urge the local Red Cross chapters to provide programs and to organize volunteer workers to meet the existing needs.

f. Miscellaneous Programs:

Many Chapters have medical teams which hold clinics throughout the prefecture on an itinerant schedule and in the larger cities there is a Red Cross nurse on duty at the Aid Post in the railway station. Many chapters are conducting summer camps of one week's duration for undernourished children. Recently the Society has made an allocation in the budget for repair of artificial limbs, but only one chapter is engaged in this service at the present time.

g. Hospitals and Nursing:

To the majority of people in Japan Red Cross means -- doctors and nurses. The medical program of the Society has long been well established according to Japanese standards and has two functions, hospitalization for the ill and the training of nurses. There are 64 Red Cross Hospitals, 6 Branch Hospitals, 71 clinics, 12 clinics attached to hospitals, 5 TB sanatoriums and 5 maternity hospitals as of 1 April 1950. Kumamoto RC Hospital is in preparation for its opening shortly. They are self-supporting and independent of the chapters.

32 Schools of Nursing including a College of Nursing are attached to the hospitals. The College of Nursing at Tokyo Central RC Hospital has in conjunction with St. Luke's College of Nursing, the Demonstration College of Nursing which was established under supervision of Nursing Affairs Division of Public Health and Welfare Section, SCAP in 1946. The school curriculum was revised and nursing standards were raised with the Nursing Consultants from the Nursing Affairs Division assisting in the school administration in an advisory capacity.

There are now 805 student nurses enrolled as 2nd and 3rd year students in the schools and 770 incoming students for the new school term. During a sixty year period, from 1890 to 1949, there have been 42,459 nurses graduated from the RC schools of nursing and out of this number half of the retired nurses may be called in for service if necessary in times of disaster. At present there are 2,560 nurses employed in the hospitals, chapters, clinics, etc.



.h. Medical Social Work in the Hospitals:

In September 1947 instructions were sent to the RC Chapters and the hospitals from the Japanese Red Cross Headquarters on the organization of social service in the hospitals. The projects outlined were rather far-reaching and not medical social work in the true sense of the word.

Therefore, in January 1949, one week's Orientation Course in Medical Social Work was given by Miss Florence Brugger, consultant on Social Work Education, Public Health and Welfare Section, SCAP to the doctors and personnel in charge of Social Service in the RC hospitals, at JFC Headquarters. The 46 members who attended the Course represented 36 hospitals in 33 prefectures, 3 RC chapters and 1 maternity hospital. These members consisted of 2 hospital directors, 15 heads of Social Service Departments, doctors and a few office staff. The points brought out at this time were (1) the general lack of understanding of the meaning of medical social work and (2) the need of trained personnel to organize medical social work in the hospitals.

From May through July 1949, Miss Brugger held a three months course in medical social work at the Japan School of Social Work for the staff members of the Red Cross, National, Saiseikai hospitals and health centers. 7 were from Yamaguchi, Ishinomaki (Miyagi pref.), Maebashi (Gumma), Yamada (Mie), Himeji (Hyogo), Hq. Maternity and Central RC Hospitals. They practiced 8 weeks of field work at the Central RC Hospital under the supervision of AFC Liaison Assistant who is a trained medical social worker.

After completion of the Course the seven workers returned to their respective hospitals to set up medical social service sections in the above-mentioned hospitals. From September to December, three regional Orientation Practice Conferences of 4 days were held in the Central, Ishinomaki and Maebashi Hospitals and there are now 13 hospitals which have taken initial steps in organizing medical social service since early this year.

The JFC Headquarters officials have approved the plan of setting up Medical Social Service Section under the Medical Service Division at the Headquarters and upon the return of Mrs. Kimi Tamura from a fellowship study visit in the United States under the sponsorship of the American National Red Cross, she will be the chief of this section to guide and assist in the development of medical social work in the Red Cross Hospitals.

3. FUTURE PLANS OF JAPANESE RED CROSS

a. National Blood Bank Program:

This program is in the initial stage. Dr. K. Kato, the head, an outstanding Japanese doctor, has just returned from a six months study visit with



the American Red Cross and the first plans for the development of the program are underway. The model unit will be established in the National Headquarters building in Tokyo. Further assistance will be extended to this program by the American Red Cross both through training technicians and providing equipment.

b. Study Visits:

Study visits to the American Red Cross for members of the National JRC staff have been arranged. The Chief of Nursing Section, Miss Shio Hayashi, will return in several months after a year's study visit where she has not only worked with American Red Cross staff members, but she has also taken a refresher course at a leading school of nursing. The Assistant Chief of the Junior Red Cross Section, Mrs. Sachiko Hashimoto, just arrived in America for a six months study visit. Later in the year three other members of the Japanese Red Cross National staff will go to America for study visits, - Mr. H. Furuta, Chief of Public Relations Section and Mr. E. Komori, Chief of Safety Service Section. Within the year it is planned that a qualified social worker, Mrs. Kimi Tamura, Liaison Assistant to the ARC consultants, will go on a study visit to prepare for developing medical social work in the JRC hospitals.

c. Personnel Policies:

During the past year the officials at National Headquarters have become increasingly aware of the need for new personnel policies which will enable them to secure qualified people in the chapters who can more effectively promote the programs that have been developed. The Society's retirement program plan involving major financial outlays for retirement has made it impossible for the Society to effect sweeping personnel changes, but the Headquarters officials have clearly indicated that steps are being taken to revise personnel practices at the earliest possible time.

d. Organization:

The Chapters are still closely related to government. With two exceptions (Tokushima and Hokkaido), prefectural governor is the Chapter President with sufficient vested authority to direct any action he deems necessary. The Chapter councillors (advisory board) are in the majority of situations mayors from the towns and villages. The interest of this group in the new program is of a positive nature. To effect changes in the position of Chapter presidents and councillors will require a complete revision of the Society's constitution and statutes. In the interim pending action pertaining to such a drastic change it is hoped that community leaders will begin to develop interest in and gain knowledge of the services and programs available to all people in Japan through the Japanese Red Cross. When the opportunity arrives for new community leadership there will be a need for informed leaders to fill the position that



are so important in the guiding and directing of the Red Cross Chapters.

The Japanese Red Cross has services and programs that are vital to meeting community needs. It is not only the responsibility of the paid workers to give these services but the same responsibility rests with leaders in every community. They too must help.

e. Fund Campaign:

JRC 1950 Fund Campaign will be held independently during the month of May. In connection with the drive, special material prepared by the Society, including the estimated budget for the 1950 fiscal year, and Principles for JRC Working Fund Campaign for the Year 1950-1951, have been distributed to all the Civil Affairs Regions for their information and reference through Public Health and Welfare, SCAP.

(Note:) If translations of various handbooks referred to are not in the regional offices or if there are not sufficient copies available, additional copies can be secured by sending a request to Public Health and Welfare, SCAP).



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WELFARE PERSONNEL JOB ANALYSIS  
AND INFORMATION CONCERNING STAFF DEVELOPMENT

PUBLIC HEALTH AND WELFARE TECHNICAL BULLETIN

PH&amp;W GHQ SCAP APO 500

March 1950

1. INTRODUCTION

The information contained in this Bulletin has been developed and partially adapted for reference and use by Japanese welfare administrators on all levels as applicable. It is believed that the material represents a good description and analysis of the three positions generally considered the most important in the operational field. It will be noted that there is no reference in the material to case work as such. It is believed that "case work" as a professional aspect of the program will develop as educational facilities develop in Japan and as students are enabled to study abroad.

Information concerning the job of the paid full-time Child Welfare Official and the coordination and integration of the total services-assistance programs will be forthcoming in the near future; however, it is believed at present that the Child Welfare Official will remain as the worker who will, working closely with the Child Welfare Center and the home visitors, carry those cases embodying deep family or child welfare problems, for services only. The job function of this official is now being analyzed.

The fourth section represents staff development and is presented in order to further acquaint the Japanese with the total operational job.

The information contained herein is for information and reference. Section titles are: I. The Job of the Full-time Paid Public Welfare Worker, II. The Job of the Supervisor, III. Analysis of the Administrator's or Chief Executive's Job, IV. Staff Development, V. Conclusion.

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I. THE JOB OF THE FULL-TIME PAID PUBLIC WELFARE WORKER

A. SUGGESTED MINIMUM PERSONNEL QUALIFICATIONS

1. 22 - 45 years maximum hiring age.
2. Employment of members of both sexes should be encouraged.
3. Maturity in thought and action is as important as a minimum age limit.
4. There should be a probation period of a minimum of six months in order to determine whether the person can successfully perform the job.
5. The person should be physically and mentally fit to the extent that he can maintain a fairly rigorous visiting schedule by train, auto, bicycle, or on foot in all kinds of weather.
6. Training and education in social welfare is of highest importance and those with such training should receive first consideration.

B. SUGGESTED PERSONALITY QUALIFICATIONS

1. Friendliness with warmth and sensitivity. A person who makes people feel that they are understood, that they are free to unburden their problems without being criticized or judged, and that they will be treated with respect as individuals.
2. An active desire to be of help to others. A person who does not have to be first, but puts the other person and his needs first and, therefore, has a sense of perspective and is able to establish cooperative relationships. Without zeal or a sense of purpose the worker will become too discouraged to be helpful.
3. Intelligence which is a result of balance between feeling and intellect. A person who has adjusted to life and its problems in a constructive way, has learned how to use life's experience as a means of developing good judgment and stability and, therefore, is able to realistically analyze problems and assist in solving them. It must be remembered, however, that age alone does not necessarily qualify one in this report.
4. Integrity. Moral soundness. Loyalty to the program and to the underlying principles upon which the program is based.



C. SUGGESTED JOB DESCRIPTION OR ANALYSIS OF THE JOB

While it is certain that job qualifications and job descriptions will change materially during the coming years as more highly trained and qualified persons become available for these jobs, it is hoped that those who pioneer these first full-time public welfare jobs will be enabled and encouraged to undertake further education in the professional social work field in order that they can return to more responsible supervisory and administrative positions and can thus progress in their chosen field.

As indicated in the material on personnel qualifications above, the employee in the public welfare field must have certain personality traits if he is to be successful in carrying out the provisions of the public welfare laws as they affect the needs of people. He is in the truest sense a public servant, and yet he must maintain that balance which allows him to be objective in his decisions in order that the agency can place confidence in his decisions concerning the expenditure of those public funds entrusted to the agency for expenditure for administration and for the care of people in need.

1. Distinguishing Features of the Work

The welfare worker's job involves the application of work techniques for the complete investigation or reinvestigation of persons needing, applying for, or receiving public welfare assistance or services. The type of cases carried will include those receiving living aid, occupation aid, medical aid, or other assistance; it may include blind persons, other physically handicapped persons, otherwise unemployable persons, those merely unemployed, or those lacking a normal "breadwinner" in the family. Such cases may require only "services" as distinguished from cash assistance or assistance in kind, such as foster homes studies, advice concerning family or individual problems, reorientation after repatriation, consultation concerning loans, work opportunities, or vocational training. The work includes frequent contact with other agencies and a knowledge of all other governmental or private services or assistance available within the area. In the performance of his work the welfare worker should expect from his supervisor:

- a. Training in methods and procedures
- b. Consultation on specific problems
- c. Guidance in the development of techniques
- d. Continuing evaluation of his work

2. Examples of Work

- a. Investigation of eligibility of applicants for need of public welfare services or assistance by interviewing the applicants, relatives, former



employees and others who may be acquainted with the applicant's resources and needs.

b. Checks various public records in securing necessary information, including employment registers, residence records, family records, and others.

c. Prepares written reports covering information developing out of investigation.

d. Makes pre-placement studies of children, children's families, foster homes, etc., and uses other sources as required in developing a "case record" of information.

e. Assists in the services for maladjusted children, children needing medical treatment, mental care, or children born out of wedlock.

f. Assists applicants and recipients in the solution of family problems.

g. Performs related work as assigned.

### 3. Requirements for Work

a. Knowledge of the sources from which to obtain case data, and ability to develop pertinent information from such sources.

b. Knowledge of state, prefectural, and local laws and rules and regulations pertaining to health and welfare and related programs.

c. Ability to recognize the need for long term psychiatric or medical care and to refer such cases to those agencies that are best equipped to offer the needed services.

d. Ability to write effective, informative, and factual case histories and related reports.

e. Ability to interpret the program to clients and to the general public.

f. Appreciation of individual and environmental problems arising in connection with the work, and ability to deal with these problems with good judgment.

g. Ability to be responsible for a sufficient number of such cases to be of value to the agency.

### 4. Job Descriptions

In larger offices where the total number of applications merits it, the staff who deal with applicants and recipients may be divided as to function, with



a few who are skillful interviewers being assigned to that first interview operation while others carry on from that point. This is particularly effective where all applicants are required to apply at a designated office. In the smaller offices the functions may best be performed by the combination worker who carries the case from application to final closing. For purpose of illustration the two phases are here presented separately.

a. Intake or application workers job

The general function of the intake worker is to explain the requirements for the benefits of the financial or non-financial program for which the applicant wishes to apply, to initiate the determination of eligibility and to screen out those who are obviously ineligible or who are requesting a service which does not come under the scope of the agency's function. Except in cases of emergency financial assistance, information secured by the "intake" worker is generally limited to that which the applicant can supply during the interview. Case recording is initiated at this time and, when completed, the case record is passed on to the "supervisor" for assignment to the proper "home visitor".

- (1) In regard to requests for financial assistance, the intake worker may perform the following functions:
  - (a) Explains the requirements of the program for which the person is applying and the benefits available under it.
  - (b) Has the application signed and dated.
  - (c) Secures information which applicant has readily available concerning specific types of resources relating to need and other eligibility factors.
  - (d) Explains steps taken in determining eligibility and the part for which the applicant is responsible.
  - (e) Explains to applicant how he may collect and organize material which will be needed later to substantiate his eligibility.
  - (f) Explains "assistance planning" and material needed for it, but does not make "assistance plan."
  - (g) When necessary secure all available information for emergency assistance, verifies the information when possible, and authorized, with his supervisor's approval emergency assistance.



- (h) Discusses right to "fair hearing", or right to complain to higher authority.
  - (i) Gives applicant a list of material needed to complete his application.
  - (j) Sends written notice to applicant of non-eligibility determined at "intake".
- (2) In the case of an application for non-financial assistance services the intake worker may perform the following functions:
- (a) Determines if the required service comes within the scope of the agency's functions.
  - (b) Gives any services which can be completed within the first interview.
  - (c) Denies the application which obviously does not come within the agency function and refers the applicant to an agency which does perform such function.
  - (d) Approves with concurrence by his supervisor the application which is to be referred to the home visitor for further action.
  - (e) Explains to the applicant that a "home visitor" will call at the home or arranges for the next contact.

b. Home Visitor's Job

The function of the "visitor" is to assemble sufficient data to make a fair and clear-cut decision concerning approval or denial of applications for financial assistance and to become the agency's representative for continuing service to the applicant in the case of both non-financial and financial assistance.

- (1) In the case of applications for financial assistance, the visitor:
  - (a) Completes the gathering of information necessary to establish the applicant's eligibility or in-eligibility relating it to information which may already have been secured by an intake worker.
  - (b) Discusses tables of allowances, relates requirements



- to available resources, and formulates "assistance plan".
- (c) Makes decision concerning acceptance or denial of application and explains basis for the action to the applicant. In cases which are not clear it may be necessary to fully discuss the case with the supervisor before a decision can be made.
  - (d) Explains other services the agency has to offer depending upon what the applicant seems to want.
  - (e) Reviews agency policy which may not be clear to the applicant.
  - (f) In the case of approved applications, explains the responsibility of the applicant and benefit to him of keeping the agency informed of changes in his situation.
  - (g) Explains "fair hearing" or complaint procedures.
  - (h) Authorized allowance after supervisor's approval.
  - (i) Notifies applicant in writing of the decision concerning his application.
- (2) In the case of non-financial assistance the visitor renders the service appropriate to the applicant's desire within the function of the agency.



## II. THE JOB OF THE SUPERVISOR

As is implied in the title, "supervisor", the job of the person who holds this position is to supervise the work which is done on behalf of individuals by those "visitors" who are charged with the responsibility for work on individual public assistance or child welfare assistance or non-assistance cases. The job of the "supervisor" is generally rated in importance and in pay by the number of persons supervised. Those who are required to supervise maximum number of persons generally are presumed to have more professional educational training and longer experience in the field of case supervision. In smaller cities or in rural "districts" the job of the supervisor might be combined with that of the department "chief" or the chief administrative officer. Many times, also, the job might be combined with the "home visitor" job, with one more accomplished and experienced visitor acting as supervisor over one or two or perhaps three other visitors. For purpose of illustration, however, this paper deals with the job of the supervisor as such, and not in combination with that of the "visitor" of the "administrator", which are developed separately.

### A. ANALYSIS OF THE SUPERVISOR'S JOB

Supervision is leadership which aims to develop individual strengths and to direct activities of staff in such a way as to bring about improvement in the entire service. It further seeks to stimulate the growth of the individual and develop his capacity to use his own knowledge, skills and judgment in the performance of his duties.

#### 1. Objectives of Supervision

a. To give clear and continued direction to and support of the staff in the effective carrying out of agency policies and practices; to give guidance without being authoritative and to share in getting the job done within the limits of existing policy and regulations and with full recognition of the principles and objectives of bringing assistance and services to people who are in need.

b. To stimulate and provide for staff participation in policy-formation and in interpretation of agency needs, and in meeting the impact of agency problems on a realistic basis while aiming towards ultimate goals of greater individual and community well-being.

c. To help the staff master the mechanics of the job and to teach the wherefore and the reasons for rules, regulations and forms in facilitating the agency program and in meeting the needs of the group served. Efficient office management, correct compilation of statistics (and their distribution) and purposeful planning of work load are all means to more effective services to the needy persons for whom the agency is responsible.



d. To achieve through dynamic leadership a greater insight and increased competence on the part of both supervisor and worker in the execution of administrative, functional, and/or technical aspects of the program.

e. To sustain interest in doing a good job and to activate the progressive development of staff in terms of individual job requirements.

f. To provide continuity and maintain a two-way flow of thought and activity in the sharing of knowledge and application of skill resulting in individual growth and organizational strength.

g. Finally, to provide a continuing cooperative relationship:

- (1) Between prefectural and local units of administration, and
- (2) Between executive and staff members for mutual understanding and concerted effort basic to the creditable discharge of the responsibilities imposed upon all personnel in the implementation of a public welfare program.

## 2. Aspects of the Supervisor's Job

### a. Administrative

Organization of the work of the unit, assignment of office hours, case-recording periods, conference time, observance of mechanics and procedures, system for keeping manuals of operation up to date, assignment of work load, etc.,

### b. Training or Teaching

Training or teaching ability implies

- (1) Competency on the job being taught and knowledge of all the various functions contained in the job. It is self-evident that a person must know and understand the elements of a job thoroughly before attempting to introduce it to others.
- (2) Ability to articulate and impart knowledge to others.
- (3) Consideration for the person being trained. People learn at different speeds and by different methods. The supervisor fits the method and time to the individual involved.
- (4) Responsibility for the concept of the whole supervisory process as one of growth and development.



c. Review and analysis of the work of the unit.

### 3. Skills in Supervision

A chief function of a leader is to develop the individuals under him and help them work together as a cooperative team. To do this he must

a. Have a vision of the future of the agency.

b. Know his job

c. Have a real understanding of the potential capacities and performance of the persons or groups with whom he is working and over whom he exercises supervisory responsibility.

d. Be able to inspire staff individually and as a whole to progressive achievement.

e. Have the ability to analyze past and present performance of the individual as a basis for future action in relation to the worker's growth and development.

f. Allow for the free flow of information, suggestions, and plans both upward and downward and horizontally in the agency.

g. Accept the role of supervisory authority without becoming authoritative.

h. Be able to delegate responsibility and to share responsibility.

i. Be able to explain things so thoroughly that the staff is given a clear understanding of what is meant.

j. Have courage to face difficult situations.

k. Accept responsibility for mistaken judgment.

l. Believe that individuals normally want to do an acceptable job and that they seek growth in capacity to perform. (This requires a belief in people and a respect for individual personalities and potentialities).

m. Recognize that growth in an individual is related not only to the capacities which he has, but also to the supervisor's capacity to know how to direct the individual in the use of his inherent and acquired abilities.

n. Recognize that all staff members cannot meet one standard and that, therefore, an awareness of differences is essential, and a flexibility and



perspective in the development of individuals is necessary.

- o. Be desirous of growing himself through the supervisory relationship and otherwise.
- p. Observe personal efficiency; that is organize his own work, plan his time effectively, keep appointments punctually, and make decisions as needed, though not arbitrarily.
- q. Teach how to select and choose between important and unimportant duties and plan work accordingly.
- r. Praise good work (not necessarily the worker), and encourage the staff person in the present task, though admitting its difficulty.
- s. Avoid negative approach and use of sarcasm.
- t. Give in private any critical comment of a person's work.
- u. In all contacts with individuals, be constructive in suggesting practical methods for improvement.

The leader's or supervisor's role is not merely to carry on with purposes already established, but to stimulate and initiate new aims which lead to a higher performance and a quality of satisfaction which people need to experience in realizing those aims.

A leader is not successful, no matter how effective his personal qualities may be, if the goal is not clearly defined, the means to its achievement clearly thought out in advance, the plans definitely laid, clearly formulated, and put in shape so they can be understood. These requisites of leadership demand a kind of imagination that enables one to anticipate emergencies and foreseeable difficulties.

#### 4. Supervision to be Expected

In the performance of his duties the supervisor may expect the following of the "administrator" or chief executive person:

- a. Regularly scheduled conferences in which he may discuss the problems and special needs of his staff, as well as the administrative aspects of his job.
- b. Information and background, both on the prefectural and local background, which has led to the formulation of new policies.
- c. An opportunity to participate in policy formulation.
- d. Assurance that his decisions will receive the support and necessary understanding of his superior.



### III. ANALYSIS OF THE ADMINISTRATOR'S OR CHIEF EXECUTIVE'S JOB

In smaller offices the work of the chief executive may be combined with that of the supervisor, or he may be used in a combination of visitor-supervisor-executive, depending upon the total case load of the area served and other requirements of his executive job. In the following analysis, however, the position is described as it might be in a larger office.

#### A. AREAS IN WHICH THE ADMINISTRATOR IS RESPONSIBLE FOR THE WORK DONE

##### 1. Business management

The administrator is responsible for the overall organizing of the work throughout the office. He should make sure that the flow of work is smooth, with as little "pile-up" as possible at the "dead-line" dates. The accounting and statistical procedures should be in line with the recommendation of higher authority and reviewed at intervals for effectiveness and uniformity. Procedural changes should be accepted easily and fitted into the present plan of work, and outmoded practices should be discarded. In this section the administrator is able to set up effective controls, and he should at all times be routinely in touch with the work done in the office. He is responsible for the money spent in his operating areas and it is imperative that at all times he know statistically what types of cases receive assistance in his area and what the current expenditures are. He must analyze home-visitors "work done" reports with the supervisor and plan administratively for effective use of his staff.

##### 2. Social Services

As the agency's goal is service to the individual in need, the administrator should be especially interested in this area. He should organize the office so that applicants and recipients receive the services of the agency as quickly and as effectively as possible. He should make sure that assistance is given in a manner which maintains, or if need be, restores the dignity of the individual. In his supervision he should encourage the growth and development of staff to the end that increasingly better service is given to the persons who come to and/or are served by the agency. He should make sure that staff adhere to the rules and regulations regarding eligibility and that they at the same time are alert to needed changes in those regulations. He should analyze the situation in his area carefully and anticipate future needs. In this area the administrator is able to keep in touch with the work done by occasionally reading a sampling of case records, by analyzing the intake of the office, and by close contact with the supervisors.

##### 3. Relationship in the Community

The administrator should understand the objectives of the agency and be able to interpret them to the community in an acceptable manner.



He should maintain a close working relationship with other agencies, be alert to changing needs in the community, and show a willingness to meet with local groups to discuss joint problems. If it is indicated, he should give leadership in those areas of discussion or action in which he is competent. When asked he should speak on the agency's activities before interested groups and maintain a good relationship with the press at all times. He should participate in the community life in a way that makes his contribution effective. He should be acquainted with community resources and guide the staff in the judicious use of them.

#### 4. Personnel

The administrator should have responsibility for selecting efficient and adequate personnel from civil service lists made available to him. He must adhere to such rules for choosing staff and for treatment of staff. In assigning personnel he should take into account the capabilities and interests of each person. He should provide a planned indoctrination or orientation for each new employee, the length of time depending upon the responsibility and knowledge needed to do the job. He should encourage staff development through staff meetings, supervisory conferences, institutes, etc. He should participate in the evaluation of staff members, seeing the process as a continuing one. He should encourage staff participation in agency planning and functioning and should provide a channel for the thinking of the staff to reach him.

He should provide the staff with:

a. A statement of the agency function and objectives as outlined by the national laws and rules and regulations as adapted to the local situation. This should precede all else for it determines every aspect of agency operation and guides all activity.

b. An organization plan, based on a logical allocation of duties which defines lines of responsibility from worker to supervisor, as well as the relationship of job to job.

c. Written "procedures" furnishing definite plans toward determined goals to aid in increasing the efficiency of every staff member.

d. Current description for each job. The importance of complete job description cannot be overemphasized. The description delineates his area of work for the worker, and, by the study of all agency job descriptions, allows him to see his job in relation to the others.

The administrator must realize that his actions and attitudes shape not only the relationship between staff members and himself, but to a great extent the staff attitude toward agency policy and persons who apply for assistance. He should provide leadership for staff, encouraging joint responsibility for the administration of the program.



## 5. Other management considerations

### a. Delegation of responsibility

The administrator should recognize the need to delegate responsibility. He should conscientiously determine which duties he alone can perform and which can be delegated. It would be well for this to be written down for occasional reference. There should be clear cut lines of responsibility and delegation of work made on a planned basis.

In this delegation the administrator should take into account the interest and abilities of staff members, as well as the positions which they hold at the time. He should allow freedom of judgment and method in carrying out this responsibility, recognizing its value in growth to the employee.

The administrator should be a mature person and accept the responsibility for the results of delegated work.

### b. Planning of work

All plans have service to the person in need as their final goal. In the organization of the office, arrangements should be made whereby prompt and effective service can be given.

The administrator should plan his time and organize his work so that all aspects of the job are covered. His plan should be based on past experience, made on a long time perspective, and sufficiently flexible to allow for change. He should carefully define the agency goals toward which the staff works taking into account the limitations of the agency, the community and the staff.

Because he is responsible for the entire working of the agency, he should include some time for the supervision of each division. He must also have some plan for the integration of the agency into the community and his community relationships should reflect this plan.

The administrator should be selective, giving proper attention to the relative elements of the entire job and showing ability to make choices where the volume of work precludes the accomplishment of the total task.

He should make use of sampling devices, statistical reports, etc., to be fully cognizant of the situation in his area. By this means he may also anticipate future needs and plan for them.

In order to plan more efficiently, the administrator continually analyzes the effectiveness of present methods and procedures, and



evaluates the competence of the whole organization. His plan should be sufficiently flexible to meet changing situations, such as loss, reduction or turnover of staff, special pressures and changed procedures.

He should be punctual in his appointments with staff and when put of the office keep them informed of his whereabouts so that he may be located in case of emergency.

#### c. Policy formulation

The Ministry of Welfare and the prefecture welfare departments are responsible for the formulation of overall policies for the prefecture at large. The administrator must carry out those policies and apply them to the local situation. Within his area, however, the administrator generally will have the responsibility of formulating other policies. Only as the entire staff participates in policy formulation can it be effective. In applying a policy, staff members are in a position to acquire knowledge of its adequacy and limitations. They can observe the effect of policy on persons. The pooling of the information of the entire staff is invaluable in policy formulation. If a positive feeling of responsibility toward policy can be developed in each staff member, the change in policy is anticipated and accepted. Obviously the new policy will be strengthened if the staff has some opportunity to contribute during its formative stages and if the introduction of a new policy is handled through well directed group discussions so that it is clearly understood.

#### d. Plant and Equipment

The administrator should be cognizant of the fact that a staff is more efficient in suitable and comfortable surroundings. A dignified office commands prestige in the community. The office, therefore, should be an attractive, well-lighted, heated, well ventilated, clean and uncluttered as it is possible to make it.

The floor plan of the office should be conducive to effective operation, and departments with related operations placed together. The physical set-up throughout should be one that aids the flow of work.

The equipment of the office should be kept in good condition, the replacement of furniture, files, typewriters, etc., made on a planned basis. Supplies should be inventoried and ordered as needed and stored in such a way that they can be kept clean and usable and there should be an established plan for disbursement. The administrator should be alert to the need of new appliances and devices which will increase efficiency of the staff.

#### 6. Supervision to be expected

In carrying out his responsibilities the local administrator may expect from the national or prefectural "field supervisory" or "con-



## sultant staff:

- a. An administrative review policy which is of sufficient detail to determine whether the administrator is properly carrying out the programs and policies of the prefecture and the nation.
- b. Assistance in personnel planning and organizations. Because of his experience in other prefectures or in other areas within the prefecture, the field supervisor is able to be extremely helpful in passing on new ideas or in analyzing the effectiveness of old policies.
- c. The field supervisor acts as a "sounding board" against which the administrator can test a plan of proposed practices.
- d. An objective evaluation of the program within the area.
- e. Assistance in case discussion or in case supervision.



#### IV. STAFF DEVELOPMENT

A. While the administrator, or chief executive, and the supervisor share responsibility for staff development and, in fact, often may use persons of other agencies in development of staff, it generally is true that the supervisor, by the very nature of his work, bears most of the responsibility for this important aspect of the program.

Special emphasis should be laid on the fact that staff development is not a program set off by itself but that it is a part and parcel of the job itself and should be related to the day-by-day functioning of the worker. The supervisor has a great responsibility in this area and should focus his efforts in assisting the worker to:

1. Know the objectives of the program.
2. Apply policies and procedures in order to individualize cases.
3. Increase an understanding of personality, behavior and skill in working with people.
4. Plan work to acquire efficient methods of handling a large volume of detailed work and to be able to withstand the emotional pressure of the job.
5. Evaluate his own work and modify method accordingly, and to move on to the next step in his growth and development.

#### B. Areas in which the Staff Development Program Operates

##### 1. Orientation

It is not enough to give new staff members instruction about agency function and procedures, laws, rules and regulations only, but the supervisor must also be able to see the individual needs of each worker and begin where the worker is. He should realize that the new worker feels insecure and looks to the supervisor for help. In the beginning of the orientation period, he should be given something tangible. It is important that the content be carefully planned with emphasis placed on the most important aspects of the job. Too much should not be covered in too great detail.

##### 2. In-service Training or Supervision

The follow-up after orientation (i.e., the tying in of the orientation with the supervision of the day-by-day work of the individual employee) is important in improving services to people. The supervisor is probably the greatest factor in stimulating the worker's growth on the job.



In-service training or supervision seeks to stimulate and release the individual's capacity to use his own knowledge and judgment in the performing of his duties. Various methods, such as staff meetings, individual conferences, etc., may be used to bring this about. The supervisor must realize that the worker in the field of social services needs continuing help in:

- a. Recognizing individual differences
- b. Looking for and acting upon the causative factors that underlie the client's actions and attitudes
- c. Recognizing personality problems outside of the worker's area of competence

### 3. Resources supplementing agency training

The supervisor should be acquainted with supplementary resources for training - - educational opportunities, training institutes, membership on working committees, etc; making known these resources to the individual workers and stimulating them to use the opportunities available are a responsibility of the supervisor. The effectiveness of the resources is somewhat dependent upon the value placed upon them by the agency in connection with the regular supervisory practices and to the planning done both before and after their use.

## C. Methods by Which Staff Development or Training May be Effected

### 1. Individual supervision - the supervisory conference

#### a. Objectives

- (1) To allow worker to bring up matters which have developed since previous conference if he has specific areas where he wants discussion.
- (2) To help worker relate present job problems to principles and policies in the use of resources within himself, the agency, and the community.
- (3) To help worker master details of mechanics while proceeding to other important aspects of the job.
- (4) To jointly consider and evaluate the work of the worker, its strengths and weaknesses, means by which it may be improved, effectiveness of the worker's techniques, etc. The discussion is related to the



day-by-day job and the worker's achievements should be recognized as well as his shortcomings. In some areas of work it may mean creating anxieties if the worker is not aware of his weaknesses. He should be continually aware of the grade of work he performs and the periodic evaluation should be a summary of the conference discussions.

- (5) To talk over with the worker the anxieties he has about his work. The wise supervisor is careful not to deny or make light of these anxieties, for that adds to the worker's insecurity. Each problem is carefully considered and a joint resolution reached as to how it should be met.
- (6) To help the worker develop and use his own resourcefulness. Rather than saying "yes" or "no" the supervisor helps the worker to think things through for himself. At first he may need direct answers because he is unfamiliar with agency policy and practice, but as time goes on he is harmed rather than helped by that procedure.
- (7) To reach decisions where possible as a working basis for future action, but to plan for continuation of explanations when needed.
- (8) To plan next steps of work to be carried out in the period between conferences.

b. Timing

- (1) The conferences should be regularly scheduled and kept free from interruptions. It is the supervisor's responsibility to work out a schedule of conferences, and both supervisor and worker should be punctual. If emergencies often arise in either case to prevent the conference, both should explore the hidden meaning. Does the worker fear the conference? Is the supervisor unable to discipline himself regarding time, etc.?
- (2) The time set for the conference should be in that part of the day when both supervisor and worker will be able to do the best thinking. It is generally accepted that there should be at least a one-hour conference a week, and additional conferences should be provided for the new worker.



- (3) The tempo of the conference should be suited to the worker. Individuals grow at different speeds and the supervisor must be careful not to show impatience with the worker who moves slowly. The supervisor must accept the worker as he is and start from his level of growth.
- (4) Because the new worker is unsettled and anxious, it is well to discuss his problems at the beginning of the period. This will give him security and allow him to participate more freely when the larger aspects of the job are considered.

c. Setting

The value of the conference depends to a great extent upon the setting in which it takes place. Privacy is essential. To attempt to hold the conference in an open room means that certain points which need discussion are not brought out at all, while others fall short of full discussion and the value of the conference is greatly limited.

d. Preparation

The vitality of this period is decided by the preparation made for it, both by the supervisor and the worker.

(1) The worker's preparation.

The worker should organize points for discussion and questions to be raised in order to make the conference time-saving and purposeful. The most recent records or reports to be discussed in the conference should be re-read. The supervisor's attention should be called to special aspects of the job such as increased volume of work, difficulty in absorbing new procedures, community pressures, special health needs of people served, etc.,

(2) The supervisor's preparation

The supervisor prepares for the conference through knowledge of the worker's background, education, experience, personal characteristics affecting the job and the functions of the position held by the worker through: observation of performance on the job, reading of case records and reports, questions, complaints, etc., arising out of worker's performance.



He outlines the material to be covered in the conference and keeps that outline well in mind during the conference. He may discuss any matter relating to the worker's time-lags in performing work, complaints, etc.

e. Record of Conference

It is well to keep some record of the conference which can be reviewed from time to time and the worker's progress noted. From this record the supervisor can see the factors in the worker's total job that stand out as showing the direction of his progress, what consistently interferes with his development of skill and what the worker needs to build up his professional knowledge. The worker should also be encouraged to keep a record of the conferences.

f. Supervisor - Worker Relationships

The right kind of relationship between a supervisor and worker is a strong contributing force to the worker's growth and is basic in any method of supervision. The relationship should be a growing dynamic one in which each is free. The supervisor is essentially a leader and a teacher and does not impose himself or his ideas on the worker. The misuse of this relationship can seriously hinder the worker's development.

There are several things a supervisor should conscientiously do to establish a good working relationship with supervisees:

- (1) The supervisor should be available to workers both physically and psychologically. By the latter is meant that the worker should be made to feel at ease and that he is free to participate in discussions. This is accomplished only if the supervisor is at ease, is comfortable in the situation inherent in title and position, and not afraid or authoritative because of supervisory status.
- (2) The supervisor should conscientiously keep scheduled conferences. This gives the worker a feeling of his importance to the agency.
- (3) The supervisor should evaluate the supervisee's work, carefully discussing it with him. If the evaluation is to be a growth experience for the worker, it must be a cooperative discussion in which the worker can take stock of his work with respect to both strengths



and progress and weakness and difficulties. Thus he becomes less dependent on others both for approval and disapproval.

- (4) In the individual supervisory conferences the worker should have an opportunity to discuss matters about which he is concerned. The supervisor is then able to give the necessary help in planning next steps for work to be done.
- (5) The supervisor should delegate responsibility to workers. The worker should have a definite explanation of what responsibility is delegated and be given freedom in the method of execution. The supervisor delegates responsibility that means a growing experience to the worker, not merely things he himself does not want to do.
- (6) The supervisor should make use of the worker's particular skills through special assignments when possible.
- (7) The supervisor should individualize the workers, appreciating each worker's capacities and not expecting too much of him. Each person has his own best learning pattern and grows at a different rate.
- (8) The supervisor should give the worker as many opportunities to make his own decisions as possible.
- (9) The supervisor should show the worker that he realizes the worker knows more about some things than he does and that the knowledge may be used and the worker given credit for it.
- (10) The supervisor should share with the workers everything that is possible to share about the organization and operation of the agency. There is little which concerns the administration of the agency which does not concern the staff.

There are some things the supervisor should consciously avoid doing that will aid in establishing a good relationship with workers.

- (11) The supervisor should not set up his own standards and expect every worker to meet them.



Instead, he should use the agency's standards of work performance.

- (12) The supervisor should avoid driving workers to greater production through the sheer force of his demands.
- (13) The supervisor should not create competitive situations between workers.
- (14) The supervisor should not argue with the worker nor belittle what the worker has done. He can make a worker feel stupid and inadequate as he questions, or he can convey respect for the worker's intelligence.
- (15) The supervisor should avoid rejecting the worker instead of the work. The supervisor is critical of inadequate work but it should not be discussed in terms of inadequacy of the worker.

## 2. Staff meetings, group discussions, etc.

This is a regular agency process that promotes individual development through group planning, discussion, and participation. Staff meetings are effective only when they are held regularly so that staff may plan to provide an avenue for sequence of thought and action by the staff. The content should be planned out of the needs of the day-to-day job with consideration to previous meetings. The discussion of practical problems leads to definite action and improvement in the work done.

Staff meetings are a time-saving device. By this means it is possible to present material that is of concern to the entire staff, such as information about community development, discussion of the interpretation and application of new regulations and procedures, changed policies, etc.

### a. Objectives of the supervisory staff meetings:

- (1) To secure the interchange of thought between staff members on subjects or problems of common concern under leadership which seeks to stimulate, guide and develop staff attitudes, abilities and potential strengths.
- (2) To evaluate through group discussion working concepts and practical means of more effective performance on the job.
- (3) To use the ideas and plans thus evaluated in pointing the way to needed changes or modifications of policy or procedure.



- (4) To afford each staff member a perspective of this job in relation to the agency as a whole.

b. Preparation for staff meetings.

The success of any meeting or conference is dependent upon two things: creative leadership and the participation of each member of the group. Usually, both are insured if the meeting has been well planned in advance.

The responsibility for leading and planning the meeting is placed on one person or a group of persons - the administrator, the supervisor, a committee of staff members, etc.. The agenda for the meeting is carefully worked out and those who have a special responsibility for any part of the meeting notified far enough in advance to give them time for preparation. It is well for the entire staff to know the agenda content in order to prepare for purposeful and intelligent participation.

3. Participation in community activities.

Many community activities welcome staff members as participants. These might include recreational committees, parent-teacher associations, or other types of endeavor. The worker may need the stimulation of the supervisor to participate in such activities. The supervisor must recognize such participation as a growth process for the worker. He must further understand that it is a very difficult role for the worker who needs guidance in maintaining at all times a professional attitude, regarding himself as a representative of the agency rather than as an individual.

4. Staff participation in policy formulation within the unit

The supervisor is one of those who is in a position to stimulate staff participation in policy formulation. In conferences the workers are made conscious of the effectiveness of policies and procedures, how they might be changed, etc.. He also urges the administrator to include staff when discussing policies and procedures. Drawing workers into joint thinking through planning of agency policies is one of the best ways of developing loyalty toward the agency and a feeling that they are essential to the program. It is also a practical and sure way of establishing and carrying out sound policies and procedures.

5. Membership on regional or prefectural committees

The supervisor should know the work of the prefecture-wide committees and keep worker informed about them. He should encourage membership for the benefit of the individual and the staff at large and give time for discussion of the committees' activities.



6. Attendance at institutes, etc.

Opportunity for workers to attend conferences, institutes, etc., outside the immediate area should be given. As it is not possible for all staff to go, attendance should be rotated among all staff members, and the attending member should be requested to report to staff as a part of his training and in order to give widest application to the knowledge he secured as a result of his attendance.



## V. CONCLUSION

### DEVELOPING RELATIONSHIPS WITH THE PUBLIC

#### 1. Leadership by the nation

Public welfare programs, by their very nature, cannot remain static, but must grow, revitalize themselves, expand - and contract - according to the varying needs of the citizenry.

Because of its unique position as a presently occupied nation, and because a lack of complete understanding of democratic theories on the part of many of its people, the Japanese national government (as well as local) is beset - and will continue to be so for many years - by pressures from individuals and from groups who desire special consideration for propositions and programs of all kinds. The Ministry of Welfare and prefecture welfare departments will continue to be faced with the problem of reviewing such propositions searchingly and of advising the Diet and local assemblies as to the value, if any, of the various proposals. The extent to which the Ministry (and local departments) will have developed their overall philosophy, their code, policy and modus operandi, and will have developed a professional attitude and integrity of purpose - to that extent will they be able to withstand non-conforming proposals or will they be able to offer the type of leadership which will command respect for their principles. Leadership of the aforementioned type will pave the way for leadership to lower levels of government in all other aspects of the welfare program. The quality of professional advice, consultative services, and of supervision offered by the central government agency will set the standard for lower levels, as the quality of all other standards set by the central agency will influence those on lower levels.

A consistently professional attitude on the part of the Ministry of Welfare, as the designated national welfare agency, is of extreme importance to the future development of the national program.

The influence resulting from such leadership is of immeasurable value in acceptance of the total program by the citizenry, and, of equal importance, by those who are employed in the social work field, and who are, by virtue of that employment, the most important "salesmen" in the program.

#### 2. The local employee's place in the "salesmanship" or educational program

Given a quality of leadership of which he can be proud, and a program within which he can be certain of obtaining stated objectives, the intelligent, qualified local public welfare worker assumes a measure of importance to the program which is of the highest value to the national agency in its always difficult objective of expending tax funds for the purpose of maintaining the less fortunate citizenry on a decent and healthful level, and



of returning them to self-maintenance or self-sufficiency within the shortest period of time consistent with their requirements.

The sweeping changes in the assistance programs resulting from the occupation policies to date, and the presently proposed changes embodied in a rewriting of the Daily Life Security Law have met, and will continue to meet, some resistance based on long established laws and customs and on a lack of understanding of the concept of individual freedom and individual responsibility inherent in a democratic way of life. The intelligently trained worker with a thorough understanding of the laws, rules and regulations, and imbued with the desire to carry out the objectives of the program will be the most effective implement, on the community and neighborhood level, in securing the necessary cooperation, understanding, and active assistance of those persons most able to offer tangible help to the needy and understanding and non-recriminatory aid to those in trouble.

The ability of the nation to attain its objectives in the welfare programs will depend on the degree to which the welfare agencies and personnel meet the challenge embodied in the above principles.

#### B. PURPOSE OF THIS PRESENTATION

The material presented in this paper admittedly sets the highest attainable standard in "home visiting", supervision and administration in a public welfare program. It is believed, however, that nothing but time separates the Japanese from such attainment. Leadership and potential leadership are present as is a growing desire on the part of all connected with the program to carry out the stated objectives of giving living assistance - in the broadest sense of the term - to the many unfortunate individuals and families who are only now emerging from a bewildering mass of personal experiences ranging from repatriation, loss of family members and other serious problems to less serious problems such as loss of employment. The material is also presented with the purpose of offering as completely understandable a picture of the separate jobs and job functions as is possible for those to whom such jobs are totally unfamiliar, with the hope that from the several facets presented one might see and understand the core.

If a word of caution could be given to those agency chiefs who will have responsibility in developing this kind of staff it would be that while attainment is by no means impossible, time - a considerable amount of time - will be required as well as constant, unremitting effort before final fruition. . . The chief who will succeed will have remembered that "a chief function of a leader is to develop the individuals under him and help them work together as a cooperative team . . . recognizing that growth in an individual is related not only to the capacities which he has, but also to the supervisor's capacity to know how to direct the individual in the use of his inherent and acquired abilities."



TB-PH-WEL 21

## SOCIAL WORK BIBLIOGRAPHY

## PUBLIC HEALTH &amp; WELFARE TECHNICAL BULLETIN

PHW GHQ, SCAP APO 500

SEPTEMBER 1949

The following bibliography has been prepared in response to repeated requests from the field for material in Japanese and English which can be used for in-service training of Japanese Welfare workers, in both public and private agencies. Prefectural Welfare Departments and other social work groups should be encouraged to make this social work literature available to their workers.

## PART I

Part I includes post-war publications in Japanese and although every effort has been made to have this list as complete as possible if other publications are known to the field which should have been listed, forwarding this information to Public Health and Welfare Section will be appreciated. It will be noted that in some instances publisher and price were not available but it is suggested that if such items are desired, inquiry regarding their procurement can be referred to the Information Unit, ~~Social~~ <sup>General</sup> Affairs Section, Ministry of Welfare, c/o Secretariat, (Koho Gakari Somu Ka Jaijin Kanbo), Tokyo. Inclusion of any item in this bibliography does not imply approval by Public Health and Welfare.

Social Work in General

<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Social Work in Japan, (Nippon no Shakai Jigyo)	Japan Social Work Assn.	Japan Social Work Assn.	40	Aug. 47
Social Work in Japan-Revised (Nippon no Shakai Jigyo- Zohoban)	"	"	80	May 49
Social work research materials:				
Vol. 1 - Bibliography of Social Work History in Japan (Nihon Shakai Jigyoshi Bunken Gedai)	Social Work Research Institute	Social Work Research Institute		47

Incl. #3



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Vol. 2 - Bibliography of Social Work History in Japan (Nihon Shakai Jigyoshi Bunken Gedai)	Social Work Research Institute	Social Work Research Institute		47
Vol. 3 - List of Social Work Agencies Kanto Region (Zenkoku Shakai Jigyo Shisetsu Yoran-Kanto-chiho Hen)	"	"	130	47
Vol. 4 - List of Social Work Agencies - Hokkaido & Tohoku Region (Zenkoku Shakai Jigyo Shisetsu Yoran-Hokkaido, Tohoku - Chiho hen)	"	"	80	47
Vol. 5 - " - Chubu Region (" - Chubu-chiho hen)	"	"	100	47
Vol. 6 - " - Kinki Region (" - Kinki-chiho hen)	"	"	100	47
Vol. 7 - " - Chugoku, Shikoku, & Kyushu Region (" - Chugoku, Shikoku, Kyushu-chiho hen)	"	"	130	48
Vol. 8 - A Comment on Public Assistance Survey and Practice (Seikatsuhogo ni kansuru Ichi Kosatsu)	"	"	20	48
Vol. 9 - Outline of Minimum Standard Law for Social Work Agencies (Shakai Jigyo Shisetsu Saitei Kijun Yoko)	"	"	50	38
Vol. 10 - Outline of Reports at National Social Work Research Conference (Zenkoku Shakai Jigyo Kenkyu Happyo Kai Happyo Yoshi)	"	"	60	48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Vol. 11 - Survey of Living Conditions of Families Receiving Public Assist. in Farms of Tokyo Area (Tokyo Kinko Noson ni okeru Yohogoshotai Seikatsu Jittai ni kansuru Chosa)	Japan Social Work Assn.	Japan Social Work Assn.	55.00	48
Vol. 12 - Research on Operation of Social Work Agencies (Shakai Jigyohisetsu no Keiei ni kansuru Kenkyu)	"	"	40.00	48
Outline of Social Work in Osaka of 1948	Osaka City Welfare Bureau			Aug 48
View on Social Work Facility	"			49
Social Problem & Social Work	"			48
History of Social Work in Okayama	S. Moriya	Kyoto Daigaku		
Story of Social Work (Shakai Jigyo no Hanashi)	H. Aoki	Foyu Shobo, 3-4 Kyobashi Chuo-ku	60.00	Sep 48
Theory of Social Welfare (Fukushi no Shakai Riron)	T. Takenaka	Kyoto Shakai Fukushi Kenkyusho, Kosei Kaikan, Nijo, Marutacho, Chuo-ku, Kyoto		49
Way to Social Welfare (Shakai Fukushi e no Michi)	Y. Hayasaki	Jitsugyo Kyokasho Kabushiki Kaisha, Monbusho-nai, Kasumigaseki, Chiyo-da-ku, Tokyo	90.00	Dec 48
Social Problems & Social Work (Shakai Mondai to Shakai Jigyo)	Osaka Sch. of Social Work	The Same School 2 Tajima-cho Minami-ku, Osaka		Oct 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Toward Happy Citizen Life (Akarui Shimin Seikatsu e)	Osaka City Wel. Bureau	Osaka shi, Min- sei Kyoku	20.00	May 49
Oaka City Social Work Guide (1946) (Osakashi Shakai Jigyo Yoran - 21 nen ban)	Osaka City Social Af- fairs Sec.			Mar 47
Administration of Social Work Agencies (Shakai Jigyo Shisetsu Keieiron)	K. Ikegawa	Osaka City Wel- fare Bureau		
Lectures on Social Sciences - Vol. 6	International Soc. Scien- ces Assn.	Futami Shobo, 19-1 Awaji-cho Kanda, Chiyada- ku, Tokyo	80.00	Mar 48
Review of Social Work in Japan in 1925	S. Moriya			
Interpretation of Daily Life Security Law (Seikatsu Hogo Ho no Kaishaku)	M. Naito	Japan Social Work Assn. 266- 3 Harajuku Shibuya-ku, Tokyo	30.00	Jul 47
One Hundred Questions & Ans- wers Regarding I.L.S.L. (Seikatsu Hogo Hyukumon Hyakuto) Vol. 1	K. Okada	"	28.00	Mar 48
The same title Vol. 2 - Break- down of Standard Grant & Its Operation (Kijungaku no Naiyo to sono Unyo)	Prot. Section, Social Af- fairs Bureau, Min. of Wel- fare	"	90.00	Sep 48
Explanation of Daily Life Security Law (Seikatsu Hogo Ho Kaisetsu)	All Japan Min- Sei-iin Federation	All Japan Min- sei-iin Fede- ration		Dec 46
I.L.S.L. & Related Laws & Ordinances (Seikatsu Hogo Ho Kankei Horei Tsucho)	Social Affairs Bureau, Min. of Welfare			Sep 46



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Responsibility of Public Welfare Agencies for Livelihood Guidance of Protegees (Hihogosha no Seikatsu Shido ni taisuru Koshu Fukushi Kikan no Sokimu)	Stated by L.B. Brown	Hyogo Pref. Welfare Research Institute		Oct 48
Lower Societies of Cities	C. Nishida	Tokyo Seikatsu Sha		49
Lower Society of Japan	G. Yokoyama	Iwanami Shoten Tokyo		49
Report on Actual Living Condition of Public Asst. Families	Tokyo-to Wel. Bureau	Tokyo-to Welfare Bureau		49
Notification on Laws Pertaining to Daily Life Security Law	Osaka Pref. Wel. Sect.	Osaka Pref. Welfare Bureau		46
Report on the Actual Condition of Needy Families with Female Heads	Tokyo-to Wel. Bureau	Tokyo-to		49
Condition of Widow Families	Osaka Social Work School	Osaka Social Work School		49
Report on Survey in Living Conditions of Public Assistance Families (Yoengo Shotai Seibetsu Jittai Chosa Hokoku)	Osaka City Shakai-bu			Jan 47
Report of Survey on Protection of War Sufferers & Vagrants in Tokyo-to (Tokyotonai ni okeru Seisaisha, Furosha Engo ni Kansuru Chosa Hokoku)	Japan Social Work Assn. Research Institute	Social Work Research Institute		46
<u>Child Welfare</u>				
Survey Report on Infants in Municipal Day Nursery	Osaka City Welfare Bureau			Feb 47



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Survey on Foster Children	Osaka City Welfare Bureau			Nov 47
Survey Report on Unschoolable Children in Osaka	"			Feb 48
Report on War Orphans (Sensai Koji no Kiroku)	M. Shimada	Tokyo Bummei Sha		48
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Homeless Children (Ienaki Ko) Outline of New Guidance Law	F. Kobayashi	Tokyo Bummei Sha		48
Heart of Tender Care (Aiku no Kokoro)	Boshi Aiku Kai	Tokyo Sanseido		49
Ordinance Relating to Child Welfare Law	Osaka Pref.			48
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Daily Life & Art of Preschool Children (Yoji no Seikatsu to Geijutsu)	"	"	105	
Play and Care for Preschool Child (Yoji no Asobi to Hoiku)	"	"	120	
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Text Book for Child Care (Kodomo no Aiku Tokuhon)	H. Hori	"	140	
What is the Child? (Kodomo K. Hatano Towa Donna Monoka?)		"	110	



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Development and Habit Formation of My Child (Wagako no Seicho to Shitsuke)	K. Hatano	Shinkosha, Tokyo	¥ 130	
Guide for Operation of Child Welfare Work (Jido Fukushi Jigyo Unci no Chishiki)	Japan Social Work Assn.	Japan Social Work Assn.	120	May 49
Thoughts about Children (Kodomo no koto ni tsuite Kangaeru Sho)	Takeshima	Hinata Snobo, 1447-2 Nogatacho, Nakano-ku Tokyo	150	
Child Welfare Law (Jido Fukushi Ho)	Y. Sugisaki	Japan Social Work Assn.	60	May 48
Minimum Standard of Child Welfare Agencies (Jido Fukushi Shisetsu Saitei Kijun)	Y. Sugisaki	"	100	Mar 49
Note for Nursery Teachers in 6 volumes (Hobo Noto Zen 6 kan)	Japan Social Work Assn.	"	50 (each)	Jul 49
How Protective Institutions for Children Should Be (Jico Hogo Shisetsu no Arikata)	I. Takashima	"	20	Nov 47
Happiness of Children (Kodomo no Shiawase)	S. Yamataka	Shimizu Shobo, 17 Ogawa-machi, Kanda Chiyoda-ku Tokyo		May 48
Child Welfare (Jido Fukushi)	Children's Bureau, Min. of Welfare	Toyo Shokan, 6-1 Iida-machi, Chiyoda-ku, Tokyo	400	Jun 48
Reformatory Education (Kyosei Kyoiku)	S. Tani			
Protection & Guidance of Waifs (Furoji no Hogo to Shido)	R. Omiya	Chuwa Shoin, 3-1 Sarugaku-cho, Kanda, Chiyoda-ku Tokyo		Oct 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Study on Foster Care (Satogo no Kenkyu)	Tokyo-to Minsei-kyoku	Tokyoto Jido Fukushi Kyokai	¥ 150	Dec 48
Development of Ideas to- ward Children in Japan (Wagakuni ni okeru Jido- kan no Hattatsu)	K. Ishikawa	Shinrei Sha, 3 Sashigaya-cho Bunkyo-ku, Tokyo	400	Jan 49
Early Discovery of Child Delinquency (Furyoka Keiko no Soki Hakken)	Y. Ushijima	Kaneko Shobo, 16 Hikawa-cho, Bun- kyo-ku, Tokyo	130	May 49
How to Prevent Child De- linquency (Kodomo no Furyoka wa doshite Fuseguka)	Osaka Shimin- Engo Kai	Osaka Shimin Engo Kai, in Osaka City Office		Sep 48
Records of Abnormal Child- ren (Ijoji no Kiroku)	I. Goto	Kodan Sha, 19-3 Otowa-cho, Bunkyo- ku, Tokyo	70	
Examples of Child Welfare Cases (Jido Fukushi Jigyo Toriatsukai Jirei)	Min. of Wel- fare			Mar 49
How to Make Children Happy? (Doshureba Kodomo wa Kofuku ni nareruka)		Seikei Times Sha	40	Dec 48
The Child's Viewpoint (Kodomo no Mikata)	T. Inui	Shakai Kyoiku Ren- gokai, Hitotsubashi Kanda, Chiyada-ku, Tokyo	20	
Protection of Children (Kodomo o Mamoru - Jido Fukushi Ho Kaisetsu)	K. Ifukube	Chiyoda Shuppan Sha	80	Jul 48
Data on Waifs & Delin- quent Children (Furojido Furyokajido Kankei Shi- ryo)	Japan Social Work Assn.			
A Guide to Child Welfare (Jido Fukushi no Shiori)	"			May 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Related Regulations & Ordinances of Child Welfare Law (Jido Fukushi Ho Kankei Horei Tsucho)	Children's Bureau, Min. of Welfare			Sep 48
Survey Report on Waifs (Furoji Chosa Hokoku)	Osaka City Shakai Bu			Jul 46
Report of Mental Exam. of Waifs (Furoji no Chino-kensa Hokoku)	"			Dec 46
Survey of Leisure time Activities of School Age Children in Osaka Pref. (Osakafuka Kakutoshi ni Okeru Jido no Kogai Seikatsu Chosa)	Osaka City Minsei-kyoku			Oct 48
List of Orphans as of Sept. 47 (Koji Meibo)	Dobo Engo Kai			
Handbook for Seasonal Day-Nursery (Kisetsu Hoikusho no Shiori)	Children's Dept. Japan Social Work Assn.	Japan Social Work Assn.	10	
<u>Case Work</u>				
Outline of Case Work (Case Work Yoron)	S. Tanigawa	Social Work Research Institute	150	May 49
What Is Medical Social Work? (Iryo Shakai Jigyō towa?)	Social Work Education Committee	Social Work Education Committee	15	Feb 49
Story of Case Work	A. Takouchi	All Japn Minseijin Federation	15	May 48
Practice of Medical Social Work (Iryo Shakai Jigyō no Jissai)	M. Sato & T. Kurosaka	Koshu Eisei Sha <i>P. Health Publisher.</i>	45	49
<u>Group Work</u>				
One Hundred Games	H. Nukada	Japan Social Work Assn.	72	May 49



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Introduction to Group Work (Group Work Nyumon)	D. F. Sullivan translated by S. Tanigawa		20	Mar 49
Group Work (=Shudan Jigyo no Riron to Jissai)	Lectured by I.F. Sullivan translated by Osaka Pref. Social Affairs Section		50	
Group Discussion	S. Nagai	YMCA	30	Oct 48
Group Guidance	T. Maeda	Hara Shobo, Tokyo		49
Recreation	M. Maekawa	Kyoiku Kagaku Sha, Tokyo		49
Text Book of Recreation	P.T.A. Com- pilation Dept.	Tokyo PTA Sha		48
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Supervision of the Guide in Group Work	Mr. Typer	Osaka Social Work School		49
Related Laws & Regulations of Consumers Cooperative Law	Min. of Wel. Social Af- fairs Sec.		130	Nov 48
Consumers Cooperative Law (Shohiseikatsu Kyodo Kumiai Ho)	"			Jul 48
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Survey of Consumers Co- operatives in Factories & Firms in Osaka City (Shinai Shokuiki ni okeru Seikatsu Kyodo Kumiai ni kansuru Chosa Hokoku)	Osaka City Minsei-Kyoku			Jul 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Consumers Cooperative & Middle Class Commerce & Industry	N. Kita			
<u>Social Work in America &amp; Other Foreign Countries</u>				
<u>Materials on Social Work in America:</u>				
Vol. 1 - Schools of Social Work in America (America no Shakai Jigyo Gakko)	Social Work Research Institute	Social Work Research Institute	5	46
Vol. 2 - Child Welfare Problems in America (America no Jido Fukushi Mondai)	"	"	5	46
Vol. 3 - Establishment of Social Work in America (America Shakai Jigyo no Seiritsu)	"	"	5	46
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Vol. 11 - General Review of Social Work in America No. 1 (America Shakai Jigyo no Gaikan - Tai 1 bunsatsu)	"	"	15	46
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Child Welfare Material: Vol. 1 - War Orphans in Germany (Toitsu no Sensai Koji)	"	"		47
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Health & Welfare Plan in Small Community in America (America ni okeru Shochi-iki Shakai no Hoken Fukushi Jigyo Plan)	Central Community Chest Committee	Central Community Chest Committee		Jun 49
An Example of In-Service Training in America (America ni okeru Gennin Kunren no Ichirei)	Miyagi Pref. Social Work Assn.	Miyagi Pref. Social Work Assn. in Sendai		Apr 49



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Outline of Non-Profit Construction Plan in America (America ni okeru Hiei-riteki Jutaku Kenchiku Keikaku no Gaiyo)	Osaka City Minsei-Kyoku			49
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Outline of Maternal & Child Hygiene in America (America ni okeru Boshi Eisei Jigyo no Gaikan)	Children's Bureau, Min. of Welfare			Jul 47
Child Welfare & Education in America (America ni okeru Jido no Fukushi to Kyoiku)	Social Work Research Institute		35	Dec 47
Review of 25 Years in Social Work Education in America and Its Future (Beikoku Shakai Jigyo Kyoiku 25 nen no Kaiko to Shorai e no Tenbo)	Osaka City Minsei-Kyoku			Jan 49
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Social Work at School in London	Osaka City Wel. Bureau	Osaka City Welfare Bureau		Nov 48
Survey on Salary & Working Condition of Social Workers in North America	"	"		May 49
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<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
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Field Work Placements in Family Service Agencies		"		49
The Undergraduate Curricu- lum in Social Welfare	J. J. Rhyno	"		49
Outline of Inservice Training of Public Social Workers in America		"		May 49
Study on Social Welfare Dept. in the New System American University		"		Jun 49
<u>Miscellaneous</u>				
Survey Report on Repa- triatees from Abroad	Osaka City Welfare Bureau			Oct 46
Survey on Condition of City Operated Houses	"			May 47
Housing Ci-cumstances of This City	"			Nov 47
Survey on Public-bath	"			Mar 48
1 Year at the Backdoor of Station	H. Hiraiwa	Kokyo Fukushi Jigyo Ian, Nagoya City		49
Social Insurance & Social Security (Shakai Hoken to Shakai Hosho)	K. Matsumoto	Rodo Bunka Sha Tokyo		49
Outline of Social Policy	B. Kondo			49?
Social Insurance (Shakai Hoken)	B. Kondo			?
Interpretation of Disaster Relief Law (Saigai Kyujo Ho no Kaishaku)	M. Naito	Japan Social Work Association	50	Oct 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Glossary of Social Work Terms (Shakai Jigyo Yogo Shu)	Social Work Research Institute	Social Work Research Institute	20	May 48
Japan Social Work Year Book (1947 Issue) (Nihon Shakai Jigyo Nenkan 22 nen ban)	"	"	300	Aug 48
Report on the Shack-Iwellers	"	"		46
Report on Families Evacuated to Rural Areas during War (Sokaisha Shotai Chosa Hokoku)	"	"		46
30 Years toward Emancipation of Eta Group	C. Matsumoto	Kindai Shiso Sha Tsukiji Bldg, 4-2 Tsukuji, Chuo-ku Tokyo	110	Sep 48
My Desire for Relief Work for Lepers (Kyurai Jigyo ni tsuiteno Watakushi no Negai)	Y. Yoshie			Jun 48
A Survey for Community Organization (Community Organization no tame no Shakai Chosa no Ichirei)	Miyagi Pref. Social Work Assn.	Miyagi Pref. Social Work Assn.		Jul 49
Survey of Private Social Agencies Workers, Employees (Osakafu ni okeru Shisetsu Shakai Jigyo Shisetsu Jujisha Chosa)	Osaka City Minsei-Kyoku			Aug 48
Characters of Criminals & Social Education	T. Tamao			
Almanac of Welfare Bureau (1948)	Tokyo-to Wel. Bureau	Tokyo-to Welfare Bureau		49
Ordinance Pertaining to the Disaster Plan	Osaka Pref. Welf. Bureau	Osaka Pref. Welfare Bureau		47



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Regulation Relating to the Disaster Plan	Osaka Pref. Welf. Bureau	Osaka Pref. Welfare Bureau		47
Survey of Public Welfare Workers in Osaka Pref. (Osakafu ni okeru Koei Shakai Jigyo Jujisha Chosa)	Osaka City Minsei-kyoku			Oct 48
Per Capita Cost of Compulsory Education (Saitai Gimu Kyoikuhui Chosa Chukan Hokoku)	Osaka City Minsei-kyoku			48
List of Social Welfare Agencies (Shakai Fukushi Shisetsu Ichiran)	"	"		Mar 49
Housing Situation in Osaka (Honshi no Jutaku Jijo)	"	"		Oct 48
Maps of Public Welfare Agencies Operated by Osaka Municipal Public Welfare Dept. (Minsei-kyoku Jigyo Shisetsu Kubetsu Zu Shu)	"	"		Feb 49
A Guide to Operation of Health Centers (Hokenjo Unei Hoshin)	Ministry of Welfare			Nov 48
Laws & Regulations Concerning National Health Insurance (Kokumin Kenko Hoken Kankei Hoki Shu)	Kokumin Kenko Hoken Kyokai		25	Oct 48
Modern Maternal & Child Hygiene (Atarashi Boshi Eisei)	Children's Bureau, Min. of Welfare & Tokyo-to Hygiene Sect.		200	Jul 49
Survey of Bereaved Families (Senshi, Sendai sha Izoku Chosa Hokoku)	Osaka City Shakai-bu			Dec 46
Survey of War Sufferers Living Condition (Sensai sha Seikatsu Chosa Hokoku)	Osaka City Minsei-kyoku			Jan 46



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Report on Shack Dwellers in Osaka (Gosha Seikatsu-sha Chosa Hokoku)	Osaka City Minsei-kyoku			Jan 46
List of Social Work Researchers (Shakai Jigyo Kenkyusha "eibo)	Social Work Education Committee			Feb 48
Points of National Social Work Conference (Zenkoku Shakai Jigyo Taikai Yoko)	Office of National Social Work Conference			Oct 47
Study of History of Japanese Charity & Relief Work (Nihon Jizen Kyusai-shi no Kenkyu) Vol. 1 & 2	B. Takahashi	Japan Social Work Assn.	60	
<u>Community Chest &amp; Japanese Red Cross</u>				
Things Japanese Red Cross Is Doing (Nihon Seki-juji no Shiteiru Koto)	Japanese Red Cross			Aug 48
Outline of Community Chest Campaign (Kokumin Tasukeai-Kyodo Bokin Undo no Gaiyo)	Central Community Chest Committee	Central Community Chest Committee		Aug 48
Community Chest (Kokumin Tasukeai-Kyodo Bokin)	"	"		Aug 48
Red Feather Service & Community (Akai Hane no Hoshi to Shakai)	"	"		Jun 49
Community Chest Campaign (Community Chest Undo ni tsuite)	Min. of Welfare			Aug 47
<u>Minsei-iin</u>				
Work of Women Minsei-iin (Fujin Minsei-iin no Hataraki)	S. Yamataka	All Japan Minsei-iin Federation		Feb 48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Spirit of Minsei-iin (Minsei-iin Seishin ni tsuite)	S. Umehara T. Makino T. Ikue I. Hayashi T. Hara	All Japan Minsei- iin Federation		Dec 47
Principle Activity of Minsei-iin	Osaka Pref. Wel. Bureau	Osaka Pref. Wel- fare Bureau		48
Outline of Minsei-iin Law	"	"		48
Outline of Minsei Work	"	"		Mar 49
Report on Conference of Minsei Directors in 5 Large Cities	"	"		Dec 48
A Guide to Protection - Guide for Minsei-iin (Engo no Shirube - Minsei- iin Katsudo Shishin)	Min. of Wel- fare			Dec 47
Welfare Work Yearbook (1947 Issue) (Minsei Jigyo Nenkan)	All Japan Minsei-iin Federation			Feb 48
Handbook for Minsei-iin and Jido-iin (Minsei-iin Jido-iin Techo)	Ministry of Welfare			Jan 48

Magazines

<u>Title</u>	<u>Editor</u>	<u>Publisher</u>	<u>Price</u>
Social Work (Shakai Jigyo)	Social Work Research Insti- tute	The same. 266-3 Hara- juku, Shibuya-ku Tokyo-to	50.00
Child Care with Love (Aiku)	Boshi Aiku kai	5-1 Morioka-cho Azabu-ku, Tokyo-to	33.00



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>
Health Insurance (Kenko Hoken)	Federation of Health Ins. Assns.	The same. 55-1 Minami-cho, Aoyama, Minato-ku Tokyo	30.00
Welfare Periodical (Kosei Jiho)	Wel. Min.	Kosei Jiho Sha, Mainichi Kaikan, 11-1 Yuraku-cho, Chiyoda-ku, Tokyo	40.00
Welfare Statistics Monthly (Kosei Tokei Geppo)	Min. of Wel.	"	
Candle Light (Tomoshihi)	Kokaen	Tokyo Chapter of Kokaen 6084-4 Nerima Minamicho Nerima-ku, Tokyo	45.00
Philanthropy (Hakuai)	Japanese Red Cross	The Same, No. 5 Shiba Park Minato-ku, Tokyo	40.00
Health Magazine (Hoken Tojin)	Hoken Tojin Sha	The same, TB Prevention Hall, 2-1 Misaki-cho, Kanda Chiyada-ku, Tokyo	40.00
Welfare Information (Kosei Koho Tayori)	Publicity Sect. Min. of Welfare	Min. of Welf, Kasumigaseki, Chiyada-ku Tokyo	40.00
Social Insurance Periodical (Shakai Hoken Jiho)	Insurance Bureau, Min. of Welfare	Min. of Welfare	
Junior Red Cross (Seishonen Sekijuji)	Junior Red Cross Sec. J.R.C.	Japanese Red Cross, No.5 Shiba Park, Minato-ku Tokyo	
Work of Public Health Nurse (Hokenfu Jigyo)	Editors Committee of Hokenfu Jigyo	Public Health Nurse Assn. 6-1 Iida-machi, Chiyoda-ku, Tokyo	15.00



<u>Title</u>	<u>Editor</u>	<u>Publisher</u>	<u>Price</u>
Study on Eta Problem (Buraku Mondai Kenkyu)	Buraku Mondai Kenkyujo	Kitaaji Shobo, Nijo-shita Ryogaemachi-dori, Chukyo-ku, Kyoto City	30.00
Child Welfare (Jido Fukushi)	Hokkaido Jido Fukushi Kyokai	The same. Nishi 16-chome, Minami 14-jo, Sapporo City	10.00
Hokkaido Social Work (Hokkaido Shakai Jigyo)	T. Ishikura	Hokkaido Shakai, Jigyo-sha c/o Hokkaido-cho, Kosei-ka	
Social Welfare (Kosei)	Igarashi	Niigata-ken Kosei Jigyo Kyokai, 147 Nishi Nakamachi, Niigata City	
Help for Rehabilitation (Kosei no Tomo)	S. Nakai	Kosei no Tomo-sha, 4-3 chome Kasuga-cho, Bunkyo-ku, Tokyo	
Mie Minsei Kaiho (Mie Pref. Minsei-iin News)	K. Nishinori	Mie Pref. Minsei Remmei, Mie Prefectural Office	
Social Welfare Monthly (Minsei Geppo)	K. Ando	Ishikawa-ken Rengo Homen Iin Kai, 3 Hirosaka-dori, Kanazawa City	
Guide to Social Welfare (Minsei no Shiori)	K. Watanabe	Okayama Pref. Minsei-iin Remmei, Kamifuku, Okayama City	
Osaka Social Work (Osaka Shakai Jigyo)	T. Maki	Osaka Pref. Kosei Jigyo Kyokai, 33, 2 chome, Nakamichi Honjo, Oyodo-ku, Osaka City	
Osaka Deaf and Dumb Assn. News (Osaka Roa Kyokai Kaiho)	M. Fujioka	Osaka Roa Kyokai, c/o Taniguchi 35, Tezukayama, Naka 2-chome Sumiyoshi-ku, Osaka City	
Lawn (Reimei)	T. Iwahashi	Eight House Shuppan-bu, 17 3-chome, Nishi, Sowa-cho, Abeno-ku, Osaka City	
Society (Shakai)	H. Tozuki	Kyoto-fu Kosei Jigyo-kai, Ogawa Higashi Iru, Shimotachiuri, Kamikyo-ku, Kyoto City	
Society (Shakai)	T. Hatanaka	Kagawa Kencho Kosei-ka, Takamatsu City, Kagawa Pref.	



<u>Title</u>	<u>Editor</u>	<u>Publisher</u>	<u>Price</u>
Friends of Love (Ai no Tomo)	Ai no Tomo Sha	Ai no Tomo Sha, 4-5 chome Otowa Machi, Bunkyo-ku, Tokyo	
Fukui Kosei-Geppo (Fukui Social Welfare Monthly)	T. Kitani	Iobo-Engo Kai, Fukui-ken Shibu, Fukui Pref.	
Welfare (Fukushi)	K. Wada	Shinano Eisei-kai, Takarazuka, Tsumashina, Nagano City	
<u>Newspapers, etc.</u>			
Social Work Monthly (Shakai-Jigyo Geppo)	Japan Social Work Assn.	The same	3.00
Community Chest News (Kyodo Bokin Tsushin)	Central Community Chest Committee		3.00
Welfare Periodical (Minsei Jiho)	All Japan Minsei-in Federation		6.00
Shizuoka Pref. Minsei Jiho	Wel. Sect. of Pref. Office	The same, 251 Otte-machi Shizuoka City	5.00
Red Cross (Sekijuji)	JRC	The same	
Shadow of Maple Trees (Kaede-no-Kage)	Japan Lepers Relief Assn.	The same, Christian Hall 6-1 Nishiki-machi, Kanda Chiyoda-ku, Tokyo	10.00
Voice of the Time (Toki no Koe)	Hq. Salvation Army	The same, 17-2 Jimbo-cho, Kanda, Chiyoda-ku, Tokyo	5.00
Welfare of Shinshu District (Kosei Shinshu)	Wel. Sec. of Nagano Pref.	The same	
Organ paper of Wel. Assn. (Fukushi Kaiho)	Wel. Assn. of Miyazaki Pref.	The same, Kosei Kaikan, Beppu-machi, Miyazaki City	10.00
Welfare Periodical of Hyogo Pref. (Hyogo-ken Minsei Jiho)	Minsei-in Remmei, Hyogo Pref.	The same	
Iobo Engo Kai paper (Iobo Engo Kaiho)	Iobo Engo Kai	The same, Kogyo Club, 2-1 Marunouchi, Chiyoda-ku	



<u>Title</u>	<u>Editor</u>	<u>Publisher</u>	<u>Price</u>
Juridical Protection (Shiho Hogo)	Shiho Hogo Kyokai	The same, 658-4, Sendagaya, Shibuya-ku Tokyo	
Society and Life (Shakai to Jinsei)	Social Affairs Section,	Tochigi Pref.	
Japan Domestic News (Nihon Katei Shimbun)	Nihon Katei Shimbun Sha,	15-1 Kobiki-cho, Chuo-ku, Tokyo	8.00
Niigata Pref. Social Work (Niigata Shakai Jigyo)	Niigata Pref.	The same, 1 Nakadori, Welfare Work Higashi, Niigata City Assn.	8.00
Relief (Saisei)	Saisei Kai	The same, 1 Akabane-machi, Shiba, Minato-ku Tokyo	
Minsei News	Tokyo-to, Wel. Bureau	The same	
Osaka Mutual Assistance (Osaka Tasukeai)	Osaka Iobo Engo Kai		
Nara Pref. Social News (Nara-ken Shakai Jiho)	Nara Pref. Social Work Assn.	The same, Pref. Office of Nara Pref.	
Kanagawa Minsei Jiho	Kanagawa-ken Wel. Section	The same	
Asahi Home & Welfare Weekly (Katei Asahi)	Asahi Press	The same	
Hiroshima Social Work News (Hiroshima Shakai Jigyo Shimbun)	Hiroshima Pref. Social Work Association		
Japanese Red Cross Home (Sekijuji Katei Shimbun)	Japanese Red Cross		5.00

Bibliography Available from Attorney General's Office

Prisons - for Their Better Operation (Keimusho - Sono Yoki Unei no Tameni)	T. Ogawa	Prison Assn.	100.00
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<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Relationship between Criminals and Law & Society (Hanzaisha, Sono Ho oyobi Shakai tono Kankei)	Dr. Lewis	Prison Assn.	380	49
National Prisons in America (America no Kokuritsu Keimusho)	M. Takahashi	"		47
Prison Administration (Monthly (Keisei) magazine)		"	50	
People (Hito)	(Newspaper)	"		
Heart (Kokoro)	( " )	"		
Guide to Juvenile Probation (Shonen Hogo Kansatsu no Tebiki)	Juvenile Correction Bureau	Attorney General's Office		49
Juridical Protection Jata (Shiho Hogo Shiryo)	"	"		
Statistics of Criminal Affairs (Keiji Tokei)	Materials & Statistics Bureau	"		
Statistics on Prison Affairs (Gyokei Tokei)	General Correction Affairs Bureau	"		
Explanation of Investigation Methods for Juvenile Protection Cases (Shonen Hogo Jiken Chosa Hoho no Kaisetsu)	Family Bureau	Supreme Court		49
Geographical Distribution of Crimes (Hanzai no Chiriteki Bumpu)	Criminal Affairs Bureau	"		48
<u>Keisei Leaflet</u> - edited by K. Nishimura				
No. 1 - Education & Prison (Kyoiku to Gyokei) Speech at Training Course for Staff Members of Juvenile Court (Shonen-in Shokuin Koshukai ni nozonde)	H. Shirōo John R. Cranor	Central Training & Research Institute for Correction & Rehabilitation Officials (Chuo Kyosei Hogo Kenshujo)		May



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Farm Colony in Phillipins (Phillipin no Koronii)	P. S. Paje			
No. 2 - To Juvenile Guidance officials (Shonen Shidokan ni Atau)	J. R. Cranor	Central Training & Research Institute for Correction & Rehabilitation Officials (Chuo Kyosei Hogo Kenshujo)		Jun
Handling of Juveniles under New Regulations (Shinseido ka ni okeru Shonen no Toriatsukai)	Dr. B. G. Lewis			
Significance of Classifying Criminals in Prison (Jukeisha Bunrui no Igi)	A. Fowd			Jun 49
Outline of Classification of Criminals in Prison (Jukeisha Bunrui no Tenbo)	T. Ogawa			
No. 3 - Probation (Hogo Kansatsu)	Giardni			Jul 49
Prison & Recreation (Keimusho to Recreation)	T. Yoshizaka			
Operation of Juvenile Court (Shonenin no Unei)	K. Tokunaga			
No. 4 - Story of Case Work (Case Work no Hanashi)	S. Tanigawa			Aug 49 (now printing)
Service Unit	Excerpt from "Prison World"			
No. 5 - 9 Point Economic Programs (Keizai 9 Gen-soku ni tsuite)	T. Ito			(Now printing)
No. 6 - Recent information on Borstal (Borstal no Saikin)	Excerpt from "Penal Reform in England"			Scheduled for September
'Honor Cottage' (Meiyo Ryo)	T. Akatsuka			



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>	<u>Sche- duled for Oct.</u>
No. 7 - Reading Guidance & Operation of Library (Tokusho Shido to Toshokan Keiei)	K. Nakada				
Social Survey (Shakai Chosa)	T. Toda				
<u>Modern Criminology Series</u>					
No. 1 - Essay on Prison Administration (Gokusei Ron)	K. Ichijima	Yuhi-kaku	20		46
No. 2 - Race and Crimes (Minzoku to Hanzai)	T. Uematsu	"	75		47
War & Criminal Sociology (Senso to Hanzai Shakai-gaku)	C. Saeki	"	13		46
Outline of Criminal Policy (keiji Seisaku Hanron)	R. Masaki	"	470		49
<u>Social Education Series</u>					
War & Juvenile Delinquency (Senso to Shonen Hanzai)	M. Tamanifu	Toyu Shobo	60		48
Corrective Education (Kyosei Kyoiku)	S. Tani	"	60		48
Story of Social Work (Shakai Jigyo no Hanashi)	H. Aoki	"	60		48
Theory & Practice of PTA (PTA no Riron to Jissai)	T. Kowada	"	60		48
Children & Mental Hygiene (Jido to Seishin Eisei)	T. Hayao	"	85		48
Personality of Criminals & Social Education (Hanzaisha no Seikaku to Shakai Kyoiku)	M. Tamanifu	"	250		48
Criminal Psychology (Hanzai Shinrigaku)	H. Yoshimasu	Toyo Shokan	180		48



<u>Title</u>	<u>Author</u>	<u>Publisher</u>	<u>Price</u>	<u>Date</u>
Criminals (Hanzainin)				
Economic Criminals (Keizai Han Ron)	M. Yoshimasu	Toyo Shokan	380	49
Outline of Criminal Policy (Keiji Seisaku Gairon)	B. Yagi		120	47
Interpretation of Juvenile Law (Shonen Ho Kaisetsu)	M. Yasuhira	Tachibana Shobo	180	48
Explanation of Juvenile Law & Juvenile Court Law (Shonen Ho to Shonenin Ho no Kaisetsu)	C. Kashiwagi		100	49
Offenders Prevention & Rehabilitation Law (Hanzaisha Yobo Kosei Ho Kaisetsu)	Juridical Protection Assn.		60	48
Survey Sources in Case Work (Case Work no Shosa Gen)	S. Watabiki	Taigaku Shobo	100	49
Excerpt from Richmond's 'Social Diagnosis'	Case Work Research Assn.			49

Civil Liberty Series

No. 1 - Protection of Civil Rights by Law and Administration (Shiho to Gyosei niyoru Jinken no Hogo)	Attorney General's Office			49
No. 2 - Universal Declaration of Human Rights (Kokusai Jinken Sengen)	"			49
No. 3 - Meaning of Protection of Human Rights (Jinken Yogo no Imisuru Mono)	"			49
Volunteer Prisoner (Shiganshu)	R. Masaki	Asahi Press	18	46
Juvenile Guidance (Shonen no Hodo)	Metropolitan Police Board			49



## PART II

Part I includes a selected list of books on social work in English available to Japanese at Civil Information and Education Libraries throughout Japan. The Centers at which these books are available are indicated.

ASPECTS OF SOCIAL WORK

		<u>Center Available **</u>
Apetkar	Basic Concepts in Social Case Work	* Osaka, Sendai
Atwater	Problems of Administration in Social Work	* Kyoto, Sapporo, Takamatsu
Bruno	Trends in Social Work	Tokyo
Brown	Social Work as a Profession	* Osaka, Sendai
Colcord	Broken Homes	* Osaka, Sendai
Fink	Field of Social Work	* Kyoto, Nagoya, Osaka, Fukuoka, Niigata, Sendai
Garrett	Interviewing	17
Hamilton	Principles of Social Case Recording	* Osaka, Sendai
Hamilton	Theory and Practice of Social Case Work	* Kyoto, Sendai, Osaka
Johns	Cooperative Process among National Social Agencies - 17X	*
Richmond	Social Diagnosis	Osaka, Sendai
Richmond	What is Social Case Work	Osaka, Sendai
Seybold	American Foundations & Their Fields	*
Taft	Family Case Work and Counseling	Kyoto, Sapporo, Nagasaki
White	Administration of Public Welfare	Osaka, Sendai
Young	Interviewing in Social Work	17
Adams	Twenty Years at Hull House	*

\*\* An asterisk (\*) indicates book is available in Tokyo only. 17 indicates available at all Centers.



MacMillan	Community Organization for Social Welfare.	*
Robinson	Changing Psychology in Social Case Work	*
Devine	When Social Work Was Young	*
Ogburn	Handbook of Sociology	*
<u>SOCIAL WORK EDUCATION &amp; TEACHING</u>		
Abbott	Social Welfare & Professional Education	Kyoto, Sendai, Sapporo
	American Association & Institutions	*
Glenn	Russell Sage Foundation 1907 - 1946	*
Rockefeller	Annual Report 1944 - 1946	*
	Social Work Year Books, 1935, 1941, 1945	17
Witmer	Social Work	* and Osaka, Sendai
Young	Dictionary of Social Welfare	17
Abbott,	Social Welfare and Professional Education	* Osaka, Sendai
	American Assn. of Schools of Social Work Education for Public Social Services	* Osaka, Sendai
Reynolds	Learning and Teaching in the Practices of Social Work	* Osaka, Sendai
Wright	Social Services in Wartime	* Osaka, Sendai
<u>PUBLIC ASSISTANCE</u>		
Abbott	Public Assistance, American Principles & Policies	*
Breckenridge	Public Welfare Administration in the US	*
Ialy	Case Work Practice in Public Assistance Admn.	*



CHILD WELFARE & YOUTH

Abbott	Child and the State	Kyoto, Sapporo
Bell	Youth Tell Their Story	*
Burroughs	Boys in Man's Shoes	*
Chambers	Youth Serving Organizations	17
Colby	Handbook for Youth	17
Cooke	Youth Organizations in Great Britain	Kyoto
Fisher	Our Young Folks	17 except Hiroshima
Franklin	Play Centers for School Children	*
Holland	Youth in European Labor Camps	Kyoto
Hopkirk	Institutions Serving Children	Osaka, Sendai
Kaye	Child Welfare Outside the School	*
Lambert	School's Out	17
Lockridge	Adopting a Child	*
Lundberg	Unto the Least of These	17
	National Commission for Young Children	Children's Centers - 17
Smith	Glossary of Certain Child Welfare Terms in Spanish, Portuguese, French & English	17
Holland	Youth in CCC	Kyoto

JUVENILE DELINQUENCY

Banay	Youth in Despair	17
Fisher	Art of Detection	Kyoto, Sapporo, Kobe
Floherly	Men Against Crime	17
Gillin	Criminology & Penology	17



Glueck	Juvenile Delinquents Grown Up	17
Inban	Lie Detection & Criminal Interrogation	17
	National Conference on Prevention and Control of Juvenile Delinquency - Recommendations for Action	17
Seliger	Contemporary Criminal Hygiene	Kyoto, Sapporo
Sutherland	Principles of Criminology	17
Thurston	Concerning Juvenile Delinquency	Osaka, Kyoto Sendai
<u>YOUTH GROUPS</u>		
Clark	Youth and the Village Club	Kyoto, Nagoya
Sullivan	Practice of Group Work	Kyoto
	Boy Scouts of America - Adventuring Senior Scouts	*
	Boy Scouts of America - Cubmaster Packbook	*
	Ten Chief's Tenbook	*
	Handbook for Boys	17
	Handbook for Patrol Leaders	*
Smith	Games and Recreational Methods for Clubs, Camps, and Scouts	Kyoto
	Girl Scout Handbook	17
Mockler	Citizens in Action	*
	Camp Fire Girls - Book,	17
<u>PENAL INSTITUTIONS</u>		
Clemmer	Prison Community	17
Haynes	American Prison System	Kyoto, Nagoya, Osaka, Fukuoka, Niigata, Sapporo



Radzinoquicz Penal Reform in England Kyoto

PRIVATE WOMEN'S ORGANIZATIONS

Bowle Commercial Clubs, Organizations, Programs & Plays \*

Hegarty How to Run a Meeting 17

McCall Women's Institutes Kyoto

Munro Handbook for Clubwomen 17

Peffer Madam Chairman Kyoto

INSURANCES

Ackerman Insurance \*

Magee Property Insurance \*

Mowbray Insurance 17

Singer Insurance of Libraries \*

U. S. Federal Housing Administration under Writing Manual \*

U. S. War Department - Administration of Govt. 17

Gilbert Insurance and Your Security 17

James Metropolitan Life 17

MacLean Life-Insurance 17

Tavis Industrial Life Insurance in the U. S. 17

HOSPITALS & INSTITUTIONS

Rosenfield Hospitals, Integrated Design \*

Ives British Hospitals Kyoto, Nagoya, Sapporo, Kumamoto



Slater	Poverty and the State	*	
Bachmeyer	Hospital in Modern Society	17	
	Commission on Hospital Care- Hospital Care in the United States	17	x
Corwin	American Hospital	17	
Wilder	Mayo Clinic	17 except Hiroshima	
Best	Blindness & the Blind in the U. S.	Kyoto, Sapporo	
Best	Deafness and the Deaf in the U. S.	Kyoto, Sapporo	
	Nuffield Foundation - Old People	*	



Following are books in the Library at the Central Social Work Hall, Japan School of Social Work in Tokyo. These books are in English.

<u>Author</u>	<u>Title</u>
Davis, John E.	Rehabilitation Its Principles & Practice
Hopkiri, Howard W.	Institutions Serving Children
Thurston, Henry W.	Concerning Juvenile Delinquency
Abbott, Edith	Social Welfare & Professional Education
Aptekar, Herbert H.	Basic Concepts in Social Case Work
Colcord, Joanna C.	Broken Homes, A Study of Family and Its Social Treatment
Yost, Edna	Normal Lives for the Disabled
Wright, Helen R.	Social Service in Wartime
Klein, Alice C.	Civil Service in Public Welfare
Hamilton, Gordon	Principles of Social Case Recording
Abbott, Grace	The Child and the State: Vol. 1
Abbott, Grace	The Child and the State: Vol. 2
Best, Harry	Blindness and the Blind in the United States
Best, Harry	Deafness and the Deaf in the United States
Richmond, Mary E.	Social Diagnosis
Reynolds, Bertha C.	Learning and Teaching in the Practice of Social Work
American Association of Schools of Social Work	Education for the Public Social Services
Richmond, Mary E.	What Is Social Case Work?
Hamilton, Gordon	Theory and Practice of Social Case Work
Brown	Social Work as a Profession
Fink	The Field of Social Work



<u>Author</u>	<u>Title</u>
White	Administration of Public Welfare
Witmer	Social Work
Hart, Hastings H.	Plans for City Police Jails and Village Lockups
Committee's Social Security	A Report to the Committee on Ways and Means of the House of Representatives (Issues in Social Security)
Feder, Leak H.	Unemployment Relief in Periods of Depression. White House Conference on Children in a Democracy - Final Report
Eastman, Irvine E.	The World Almanac and Book of Facts for 1946
Administrative Office of the U. S. Courts	Federal Probation Vol. X No. 3
U. S. Children's Bureau	Breast Feeding
State-wide Sponsors Delinquency Control Workshop Conferences	Handbook on Delinquency Control and Youth Protection
State of Calif. Dept. of Justice	Peace Officers Manual on Juvenile Control
U. S. Children's Bureau	Guiding the Adolescent
U. S. Children's Bureau	Maternity Homes for Unmarried Mothers
U. S. Children's Bureau	Child Welfare Moves Forward
U. S. Children's Bureau	Children's Services in the Public Welfare Agency
Federal Security Agency	For You and Yours
"	The Road to Good Nutrition
"	Facts about Rheumatic Fever



<u>Author</u>	<u>Title</u>
Dept. of Labor	Why Child Labor Laws?
U. S. Childrens Bureau	Food for Young Children in Group Care
Dept. of Labor	Building the Future for Children and Youth
Federal Security Agency	Psychological Tests for Use with Blind Adults in Vocational Rehabilitation
Warren, Earl	The Governor's Conference on Youth Welfare
Dept. of Labor	Standards for Day Care of Children of Working Mothers
"	Understanding Juvenile Delinquency
American Red Cross	ARC News Vol. 2 No. 4
United Nations	United Nations Welfare Fellowship Programme 1947
"	United Nations Fellowship Programme - 1948 (Information Bulletin)
Committee of Constitution	Proposed Constitution of the International Conference of Social Work
Holt, Sigrid C.	International Social Work Selected References
American Assn. of Social Workers	International Social Welfare Bulletin - Vol. 1 No. 2
Committee on Training & Exchange of Social Work Personnel	The Report of Meeting Held on April 21st, 1948
Studd, Ray	Functions of Retention - Principles, Operation
United Nations	Information and Technical Reference Centre
Bonnell, Mildred	Principles and Methods of Group Feeding